

TIPTON ELEMENTARY SCHOOL DISTRICT REGULAR BOARD MEETING AGENDA

Tuesday, February 5, 2019
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
- 2.3 Correspondence
Review of First Interim Report
- 2.4 Ms. Heinks – Recognize Spelling Bee Participants

3. **CONSENT CALENDAR: Action items:**

- 3.1 Minutes of the Regular Board Meeting - January 8, 2019
- 3.2 Field Trip, Conference, Fundraiser and Facilities Requests
- 3.3 E-RATE Service Agreement – AMS.NET Service Provider

4. **ADMINISTRATIVE: Action items:**

- 4.1 Quarterly Board Policy Update December 2018
- 4.2 Comprehensive School Safety Plan 2018-2019
- 4.3 ELA Adoption: Houghton Mifflin Harcourt, *California Journeys K-5*
- 4.4 ELA Adoption: McGraw-Hill School Education, *StudySync 6-8*
- 4.5 Agreement with Farmworker Institute of Education and Leadership Development and Tipton Elementary School for English as a Second language ESL Program
- 4.6 School Calendar for 2019-2020

5. **FINANCE: Action items:**

- 5.1 Vendor Payments
- 5.2 Budget Revisions

6. **INFORMATION: (Verbal Reports & Presentations)**

- 6.1 MOT--FOOD SERVICE—PROJECTS
- 6.2 Frontline Education
- 6.3 Update on School Garden

7. **ANY OTHER BUSINESS -**
 - 7.1 Building Fund (Measure C) Financial and Performance Audits for the Year Ended June 30, 2018

8. **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.**
 - 8.1 Government Code Section 54957
Public Employee Appointment/Employment
Title: Resource Teacher for the 2019-2020 School Year
 - 8.2 Government Code Section 54957
Public Employee Discipline/Dismissal/Release/Complaint
 - 8.3 Education Code 35146
Student transfers, inter District etc.
 - 8.4 Government Code Section 54957
Public Employee Performance Evaluation
Title: Superintendent/Principal
 - 8.5 Government Code Section 54957
Public Employee Performance Evaluation
Title: Assistant Superintendent Projects Director
 - 8.6 Government Code section 54957
Public Employee Appointment/Employment
Title: Superintendent/Principal

9. **RECONVENE TO OPEN SESSION**

10. **REPORT OUT FROM CLOSED SESSION**

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, telephone 752-4213.

Agenda Posted: Friday, February 1, 2019

2. PUBLIC INPUT:

2.3 Correspondence

Review of First Interim Report

Tulare County Office of Education

Committed to Students, Support & Service

Tim A. Hire
County
Superintendent
of Schools

P.O. Box 5091
Visalia, California
93278-5091

(559) 733-6300
tcoe.org

Administration
(559) 733-6301
fax (559) 627-5219

Business Services
(559) 733-6474
fax (559) 737-4378

Human Resources
(559) 733-6306
fax (559) 627-4670

Instructional Services
(559) 302-3633
fax (559) 739-0310

Special Services
(559) 730-2910
fax (559) 730-2511

Main Locations

**Administration
Building & Conference
Center**
6200 S. Mooney Blvd.
Visalia

Doe Avenue Complex
7000 Doe Ave.
Visalia

**Liberty Center/
Planetarium &
Science Center**
11535 Ave. 264
Visalia

January 14, 2019

Ms. Stacey Bettencourt, Superintendent
Tipton School District
PO Box 787
Tipton, CA 93272

SUBJECT: REVIEW OF FIRST PERIOD INTERIM REPORT, 2018-19

Dear Stacey:

The county office has reviewed the 2018-19 First Period Interim Report of the Tipton School District, and will be able to certify to the California Department of Education that the district has submitted a positive report for the period ending October 31, 2018.

We find that these documents reflect a satisfactory fiscal position and indicate the district will be able to meet its financial obligations during this fiscal year and the two subsequent years as certified by your governing board. We thank you for the timely filing of your Interim Report with our office. The efforts of your staff in the preparation and submission of this report along with the supporting documentation is appreciated.

Please read our attached addendum for further comments and recommendations.

If you have any concerns or questions about this review, our comments or recommendations, please do not hesitate to call at 733-6474.

Sincerely,



Craig Wheaton
Deputy Superintendent, Administrative Services
Tulare County Office of Education

CW/es
Encls.

cc: Greg Rice, Board President
District Business Manager

BACKGROUND

Our review of the district’s 2018-19 First Period Interim Report and the comments included are based on information the district had available at the time the Interim Report was prepared. The enacted 2018-19 State Budget reflects significantly increased funding for California Public Education, while maintaining a healthy state Budget reserve for future economic downturns. As a result, the State Budget will fully fund the Local Control Funding Formula (LCFF) in 2018-19 at a cost of approximately \$3.6 billion dollars. The State Budget will achieve full implementation of the formula two years earlier than originally scheduled. The State Budget also includes \$1.1 billion in discretionary one-time Proposition 98 funding. These two items alone significantly improve the near term financial position of the district.

However, the Department of Finance’s 2018-19 Budget Summary cautions that the state will continue to face uncertain times, including the ramifications of the recently enacted federal tax bill. The Budget Summary also points out that actions by the federal government could easily overwhelm the fiscal capacity of the state and that California’s relationship with the federal government has never been more uncertain. In addition, a new Governor will take office in January 2019 and districts should remain cautious regarding priority commitments to LCFF and discretionary funding until the Governor reveals his priorities.

SUPPLEMENTAL/CONCENTRATION GRANT vs. BASE FUNDING

The Local Control Funding Formula (LCFF) provides for additional funding to be provided for English learners, free and reduced-price meal program eligible students, and foster youth (Targeted Students). For most districts, the supplemental concentration funding for Targeted Students in fiscal year 18-19 will increase by more than LCFF Base funding. As a result, it will be problematic for a district to pay for district wide cost increases out of smaller Base funding increases. Below is a table that reflects the district’s disproportionate increase between LCFF Base and Targeted funding for the 2018-19 fiscal year.

	2017-18	2018-19	\$ Change	% Change
Phase-In Entitlement	5,879,390	6,261,420	382,030	6.50%
Supplemental Concentration	1,506,618	1,693,151	186,533	12.38%
Base Funding	4,372,772	4,568,269	195,497	4.47%
Estimated ADA	558.86	558.86		
Per ADA Base Funding	7,824.45	8,174.26	349.81	4.47%

Costs requiring the use of unrestricted resources are outpacing increases of unrestricted funding. Caution is warranted when making any district commitments that will be funded out of LCFF Base funding.

RETIREMENT COSTS

The Governmental Accounting Standards Board Statement No. 68 (GASB 68) reporting requirements took effect for the 2014-15 financial statements for State and local government employers. Districts now need to recognize their proportionate share of the net pension liability (NPL) for both CalSTRS and CalPERS retirees in their accrual based financial statements (Audit Reports).

The CalPERS Board adopted changes to the actuarial assumptions that became effective June 30, 2015. The changes result in a projected increase to the employer contribution rates for 2015-16 and for the following five years. The

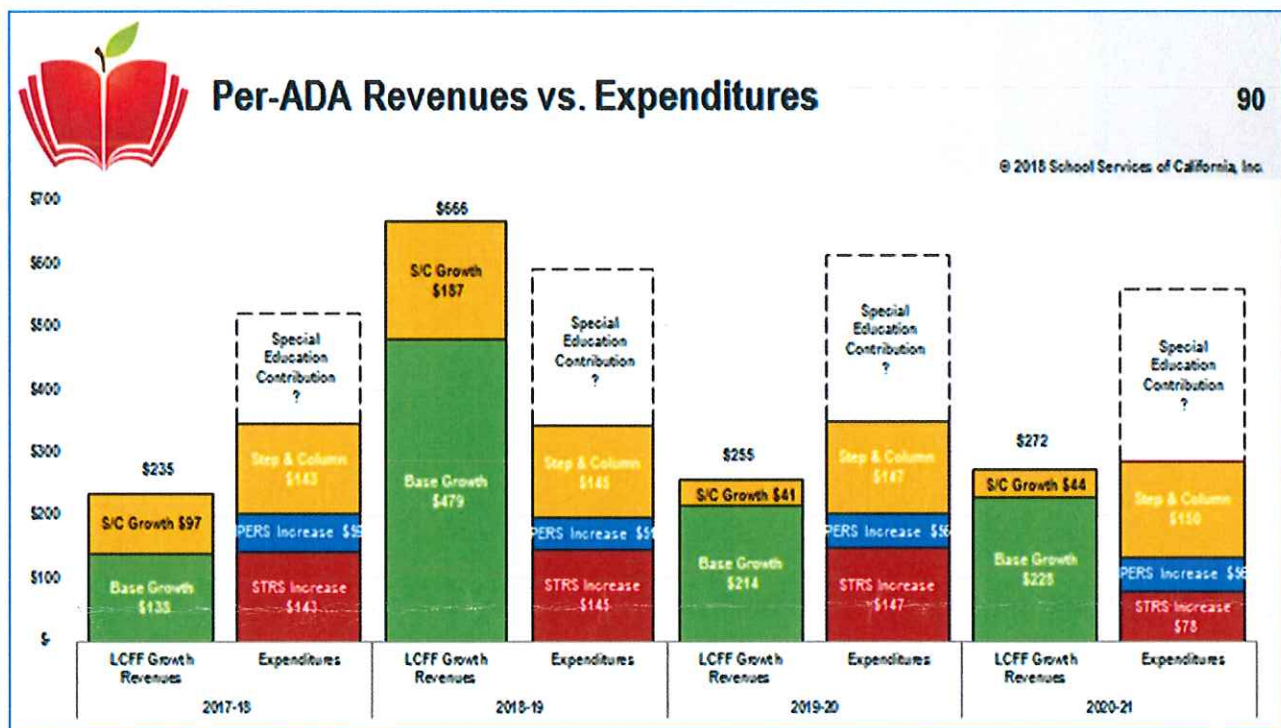
CalPERS Circular Letter 200-012-14 dated March 10, 2014 provided projected rates for 2014-15 through 2020-21 which were subsequently modified as shown below. As previously mentioned, these rates are still subject to change.

CalPERS Actual and Projected Rates						
2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Projected	2020-21 Projected
11.771%	11.847%	13.888%	15.531%	18.062%	20.80%	22.70%

Likewise, Assembly Bill 1469 increased the contribution rates that employers, employees and the state pay to support the State Teachers Retirement System. Employer rates will continue to increase until 2020-21.

CalSTRS Rates per Education Code Sections 22901.7 and 22950.5							
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Employer	8.88%	10.73%	12.58%	14.43%	16.28%	18.13%	19.1%

The following chart was included in the handouts of the School Services Inc., 2018-19 School Finance and Management Conference. It gives perspective on the magnitude of retirement cost increases compared to anticipated LCFF funding increases for the average district.



RESERVES

Reserve Caps – Our office continues to reinforce the need for reserves over the state minimum reserve requirements. Past experience has clearly demonstrated these minimum levels are not sufficient to protect educational programs from severe disruption in an economic downturn. The typical 3% reserve minimum represents less than two weeks of payroll for nearly all districts. Many LEAs have established reserve policies calling for higher than state minimum reserves, recognizing their duty to maintain fiscal solvency.

In October 2017 the Governor signed Senate Bill 751 which made significant changes to the previous Senate Bill 858 reserve cap requirements. These changes became effective January 1, 2018. The cap now allows for 10% of assigned or unassigned ending balances on a more limited number of district funds. It also exempts districts with fewer than 2,501 average daily attendance from the cap requirement.

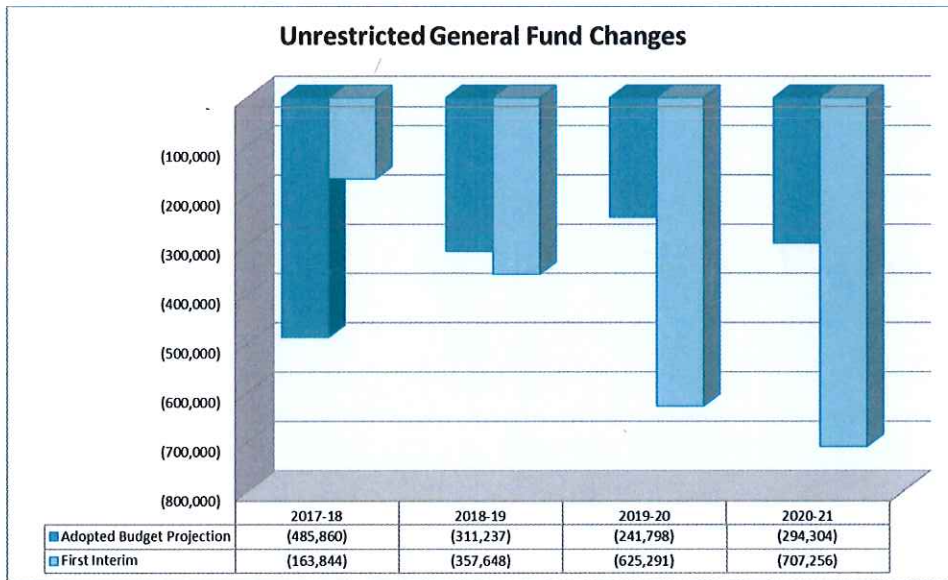
The provisions of SB 751 are not imposed until the year after funds in the Public School System Stabilization Account equals or exceeds 3% of Proposition 98 funding for school districts. The State Superintendent of Public Instruction is required to notify districts and county offices of education when the conditions are met.

Full Accrual Financial Position - As audit reports have begun to recognize long-term pension obligations under GASB 68, districts find their annual audit report may reflect a negative unrestricted balance on their Statement of Net Position. Beginning with fiscal year 2017-18, district audit reports will also reflect the full impact of long-term commitments for Other Post-Employment Benefits (Retiree health plans) under GASB 75. This will further reduce a district's unrestricted net position. This will likely result in public concern over the fiscal management of the school district and higher costs associated with long-term financing. Below is a comparison of the district's 2017-18 unaudited actual available reserves (modified accrual basis of accounting) compared to the 2017-18 audited unrestricted net position, which includes the full accrual impact of GASB 68 and GASB 75.

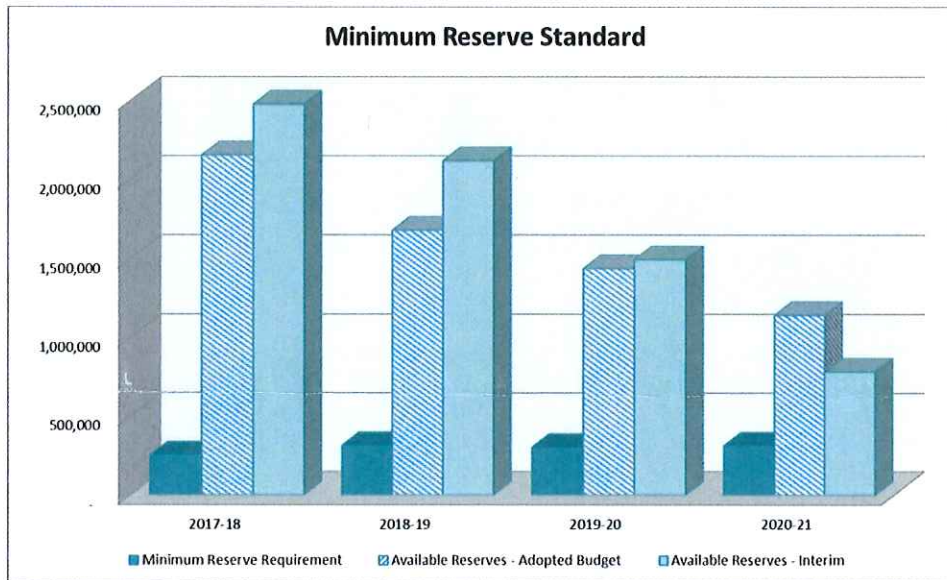
Unaudited Actuals Available Reserves	Audit Report Unrestricted Net Position	Difference
\$2,474,196	-\$2,472,098	-\$4,946,294

LOCAL CONTROL FUNDING FORMULA PROJECTIONS

Below is a comparison of the district's adopted budget and the current interim's anticipated change in the unrestricted general fund balance. The differences primarily represent an updated beginning balance for the year, changes in state LCFF estimates and changes in district provided ADA estimates.



The next graph presents the district's 2018-19 First Interim reserve status compared with the original adopted budget and state minimum reserve requirement.



COMMENTS AND RECOMMENDATIONS

This section of our letter lists comments and recommendations we consider appropriate as a result of our review and current state budget projections.

- ➡ ***The district is projecting significant deficit spending over the current and subsequent two fiscal years. This trend in declining balances must be addressed by the district to maintain district solvency.***
- ➡ ***There are no additional comments or recommendations.***

3. CONSENT CALENDAR: Action items:

3.1 Minutes of the Regular Board Meeting - January 8,
2019

Tipton Elementary School District

MINUTES

REGULAR BOARD MEETING

Tuesday, January 8, 2019

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 pm and led the flag salute. Board Members present: Fernando Cunha, John Cardoza and Greg Rice. Shelley Heeger arrived at 7:03 pm. Iva Sousa was absent. Guests: Maryann Henry

2. PUBLIC INPUT:

2.1 Community Relations/Citizen Comments

No comments

2.2 Reports by Employee Units CTA/CSEA

No comments

3. ADJOURN TO CLOSED SESSION: 7:02 pm

4. RECONVENE TO OPEN SESSION: 8:03 pm

5. REPORT OUT FROM CLOSED SESSION:

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

Discussion only

3.2 Government Code Section 54957.6
Conference with Labor Negotiators
Agency designated representatives: Jacob Munoz and Stacey Bettencourt
Underrepresented Employee: Management Employees

Discussion only

6. CONSENT CALENDAR: Action items:

6.1 Minutes of December 11, 2018 Board Meeting

6.2 Minutes of December 17, 2018 Special Board Meeting

6.3 School Accountability Report Card 2017-2018

Motion to reflect Board Minutes were signed on January 8, 2019 and Approve Consent Calendar was made by Shelley Heeger and second by John Cardoza.

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

Yea - Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

7. ADMINISTRATIVE: Action items:

- 7.1** Resolution #2018-19-10 of the Board of the Tipton Elementary School District to Approve Amendment of the Tulare County Schools Insurance Group Joint Exercise of Powers Agreement and Bylaws

Motion to approve Resolution #2018-19-10 of the Board of the Tipton Elementary School District to Approve Amendment of the Tulare County Schools Insurance Group Joint Exercise of Powers Agreement and Bylaws was made by John Cardoza and second by Fernando Cunha. Vote Yea 4/ No 0/ Abstain 0/ Absent 1

Yea - Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

- 7.2** Review and Report the Annual and Five Year Collected and Expended Developer Fees for the Fiscal Year ending June 30, 2018

Motion to approve the Annual and Five Year Collected and Expended Developer Fees for the Fiscal Year ending June 30, 2018 was made by Fernando Cunha and second by John Cardoza. Vote Yea 4/ No 0/ Abstain 0/ Absent 1

Yea - Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

- 7.3** Flash Curriculum for Comprehensive Sexual Education per the California Healthy Youth Act

Motion to approve Flash Curriculum for Comprehensive Sexual Education per the California Healthy Youth Act was made by Fernando Cunha and second by Shelley Heeger.

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

Yea - Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

- 7.4** Discussion and Approval of Tentative Agreement between Tipton Elementary School and Associated Teachers of Tipton

Motion to approve Tentative Agreement between Tipton Elementary School and Associated Teachers of Tipton as made by Fernando Cunha and second by John Cardoza.

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

Yea - Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

- 7.5** Discussion and Approval of Tentative Agreement between CSEA and its Tipton Chapter No. 765 Agreement with Tipton Elementary School District

Motion to approve Tentative Agreement between CSEA and its Tipton Chapter No. 765 Agreement with Tipton Elementary School District was made by Shelley Heeger and second by John Cardoza.

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

Yea - Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

7.6 CTA Public Disclosure for the 2018-2019 School year

Motion to approve CTA Public Disclosure 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, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

7.7 CSEA Public Disclosure for the 2018-2019 School Year

Motion to approve CSEA Public Disclosure for the 2018-2019 School Year was made by Shelley Heeger and second by John Cardoza.

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

Yea - Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

7.8 Approval of Certificated and Classified Salary Schedules

Motion to approve Certificated and Classified Salary Schedules was made by Shelley Heeger and second by Fernando Cunha.

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

Yea - Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

7.9 Approval of Management and Administrative Salary Schedules

Motion to approve Management and Administrative Salary Schedules was made by Fernando Cunha and second by Shelley Heeger.

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

Yea - Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

8. FINANCE: Action items:

8.1 Vendor Payments

Motion to approve Vendor Payments was made by John Cardoza and second by Fernando Cunha.

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

Yea - Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

8.2 Audit Report for Year Ended June 30, 2018

Motion to approve Audit Report for Year Ended June 30, 2018 was made by Shelley Heeger and second by Fernando Cunha.

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

Yea - Shelley Heeger, John Cardoza, Fernando Cunha and Greg Rice

No – 0

Abstain – 0

Absent – Iva Sousa

9. INFORMATION: (Verbal Reports & Presentations)

9.1 MOT--FOOD SERVICE—PROJECTS

9.2 P-1 Attendance Report

Ms. Maryann Henry updated the Board on the attendance report. She shared an overview of changes between P2 and P1 reporting for the past five years.

10 Any Other Business:

10.1 Quarterly Board Policy Updates – Informational

11. ADJOURNMENT: 8:30 pm

Minutes approved February 5, 2019

Greg Rice, President

Iva Sousa, Clerk

Stacey Bettencourt, Secretary

3. CONSENT CALENDAR: Action items:

3.2 Field Trip, Conference, Fundraiser and Facilities Requests

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Mrs. Nichols, Mr. Pharis, Mrs. Burrell GRADE 8th

CLASSES ATTENDING 8th grade class

DATE OF TRIP 2/19/19 NUMBER OF PUPILS 63 ADULTS 3

DESTINATION Tulare Unified HS Farm

BUS TO LEAVE SCHOOL AT 1:00 RETURN AT 3:00

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTNING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Hands on learning. Exposure ^{HS} to incoming 8th graders by classes

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 0

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Michelle Nichols

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Stacey Bellem

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Leecia Rocha GRADE 2

CLASSES ATTENDING _____

DATE OF TRIP 2/27/19 NUMBER OF PUPILS 5 ADULTS 1

DESTINATION Wyndham Visalia - 9500 Airport Drive

Van
BUS TO LEAVE SCHOOL AT 8:00AM RETURN AT 3:30

BUS ROUTING AND STOPS

See google maps attached

USE THE BACK OF THIS PAPER IF ROUTNING NEEDS MORE SPACE

PRELIMINARY STEPS: leaving Tipton and going to Visalia
old Holiday Inn, then coming back.

TRIP RELEVENCY: Anti - Tobacco & Marijuana challenge
bowl through FNL & TCOE

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ _____

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Leecia Rocha

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Shirley Blitt

Anti - Tobacco & Marijuana Challenge Bowl

Up to 26 Tulare County schools will challenge each other's knowledge on tobacco/marijuana and compete for the county title of:

"Challenge Bowl 2019 Champs"

When: February 27, 2019 - 9:00 a.m. - 3:00 p.m.

Where: Wyndham Visalia - 9000 Airport Dr. (Formerly Holiday Inn)

Who: Teams must consist of 5 - 6th grade students

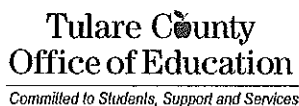
Team Sign-In: 8:30 a.m. - TEAMS MUST BE READY AT 9:00 AM TO PARTICIPATE

Registration Link: <https://goo.gl/u6KXTB>
Registration Deadline: 2/7/19 or to the first 26 teams

For more information, please call Tulare County Office of Education, CHOICES Program:

Alisha Montoya
Phone: (559) 651-0155
Email: alisham@tcoc.org

Gene Mendes
Phone: (559) 651-0155
Email: genem@tcoc.org



Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Mrs. Nuckols / Mrs. Lawrence GRADE 6-8

CLASSES ATTENDING Ag In the Classroom

DATE OF TRIP 2/14/19 NUMBER OF PUPILS 24 ADULTS 2 + Bus Driver

DESTINATION World Wide Ag Expo (Tulare)

BUS TO LEAVE SCHOOL AT 8:30 RETURN AT 11:30

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Ag In the Classroom / Hands on Learning

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 10⁰⁰ per ticket 24 + 3 = 27 270⁰⁰ (CTE Grant)

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Michelle Nuckols

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Stevey Betts

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) D. Heinks GRADE 5th (2 students)

CLASSES ATTENDING _____

DATE OF TRIP 3/19/19 NUMBER OF PUPILS 2 ADULTS 1

DESTINATION Tulare Ag Center Agrabee

BUS TO LEAVE SCHOOL AT 8:30 RETURN AT 3:00

BUS ROUTING AND STOPS

Request Car

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Agrabee

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ _____

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO _____ HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO _____ HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Debbie Quibel / D. Heinks

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Shirley Bettman



International
AGRI-CENTER

4500 S. LASPINA ST. | TULARE, CA 93274 | INTERNATIONALAGRICENTER.ORG | 559.688.1030 | FAX: 559.688.5527

agribee
AGRICULTURAL SPELLING BEE

Presented by International Agri-Center

What is an Agribee?

- The International Agri-Center will be hosting the inaugural Agribee on March 19, 2019 in conjunction with National Ag Day.
- The difference between a spelling bee and Agribee, Agribee the student must spell the word AND define it.
- We would like to invite your fifth-grade students from **Tipton School** to participate in the Agribee.
- We will be inviting fifth-grade students from Tulare Rural Schools to participate in the Agribee.
- We will provide a word list including definitions for the students and general rules.

What your fifth-grade teacher and students must do to participate in the Agribee?

- Your fifth-grade teacher will host an Agribee in his class and provide the top two finalists from the class Agribee to the Agribee Coordinator.
- On March 19th the two finalists will be invited to the International Agri-Center for the Agribee where they will compete amongst the other finalists from Tulare Rural School fifth grade students.
- Winner of the Agribee will receive an award
- Agribee committee will provide assistance with the class Agribee if requested by the teacher.

Agribee Timeline

- Application to Participate
 - Due November 1, 2018
- School Level Winners Form & Parental Disclosure Authorization Form
 - Due February 1, 2019
- Final Agribee at the International Agri-Center
 - Tuesday, March 19, 2019

Agribee Contact Information

- Kerissa Chapman – Kerissa@Farmshow.org – 559-688-1030

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Gilbert GRADE 6-8

CLASSES ATTENDING 6-8

DATE OF TRIP 3/29/19 NUMBER OF PUPILS 50 ADULTS 2

DESTINATION Visalia Convention Center

BUS TO LEAVE SCHOOL AT 4:30 PM RETURN AT 10:00 PM

BUS ROUTING AND STOPS

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Lip Sync

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 0

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Debbie Gilbert

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT Shirley Bottom

**FRIDAY
NIGHT**

live SM

MIDDLE SCHOOL LIP SYNC BATTLE



March 29, 2019

Visalia Convention Center

5:30 p.m. – 9:00p.m.

6-8th Grades

To register online visit:

<https://goo.gl/forms/NInztWRFFb3tiZHd2>

Three Categories

Lip Sync * Dance * Novelty (Combination of Dance, Lip Sync or Talent)

For More information contact:

Gene Mendes at genem@tcoe.org

Alisha Montoya at alisham@tcoe.org

Or Call 651-0155



**Tulare County
Office of Education**

Tim A. Hire, County Superintendent of Schools



Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Joan Marroquin GRADE 7th & 8th

CLASSES ATTENDING 4 7th graders & 2 6th graders

DATE OF TRIP 4/27/2018 NUMBER OF PUPILS 6 ADULTS 1

DESTINATION Fresno State ~~CA~~ (5241 N. Maple Ave)

BUS TO LEAVE SCHOOL AT 7:00 am RETURN AT 5:00 pm

BUS ROUTING AND STOPS

Fresno State
5241 N. Maple Ave
Fresno, CA 93740

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: Opportunity to apply advanced mathematics

in a competitive format covering 6th-8th grade mathematical standards

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

COST \$ 3.00 x 6 = \$18.00

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES NO _____ HOW MANY 6

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE Joan Marroquin

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO

SIGNATURE OF SUPERINTENDENT [Signature]

Tipton Elementary School District

Name of Club: Student Council

Request for Fundraiser Approval and Revenue Projection

School Year: 2018-2019

Date form submitted: 1/16/19

Submitted by: Debbie Gilbert

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Dance

Location of activity: MPR

Facilities needed: MPR

Items to be sold: water, nachos

Date of activity: 2/8/2019

Time of activity: From 6:00 a.m./p.m.

To: 8:30 a.m./p.m.

Item/Ticket selling price: \$ 3⁰⁰

Cash Box required? Yes

No

Number of items purchased for sale: _____ @ \$ 1⁰⁰ each = \$ _____

ASB purchase order required? Yes No

How much income is anticipated? \$ 500 how much expense is anticipated? \$ 295⁰⁰

How will profit be used? school activities

Fundraiser Contact Person: Debbie Gilbert

Phone Number: _____

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by:

Principal/Superintendent: [Signature]

Business Manager/ASB Administrator: _____

Reason for disapproval, if applicable: _____

Note: Fundraising Event Profit form is due two weeks after close of activity/fundraiser.

Tax ID# 94-2191905

Tipton Elementary School District

Name of Club: ASES Afterschool Program

Request for Fundraiser Approval and Revenue Projection

School Year: 19

Date form submitted: 1-18-19 Submitted by: Mrs. Jenny

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Valentine gram sale

Location of activity: ASES office

Facilities needed: _____

Items to be sold: 100 taquis bags / 100 lolipop grams

Date of activity: 2/4-2/12

Time of activity: From 10:30 a.m./p.m. To: 3:00 a.m./p.m.

Item/Ticket selling price: \$2.00 ~~\$1.00~~

Cash Box required? Yes No

Number of items purchased for sale: 6 @ \$10.98 each = \$ 65.88

ASB purchase order required? Yes No

How much income is anticipated? \$ 200.00 how much expense is anticipated? \$ 80.00

How will profit be used? all profit will go to end of the year events / field trip

Fundraiser Contact Person: Mrs. Jenny

Phone Number: 804-6636

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by: [Signature]
Principal/Superintendent: _____

Business Manager/ASB Administrator: _____

Reason for disapproval, if applicable: _____

Note: Fundraising Event Profit form is due two weeks after close of activity/fundraiser.

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Lina, McReynolds, Morton GRADE 4th

CLASSES ATTENDING Lina, McReynolds, Morton

DATE OF TRIP 5.10.19 NUMBER OF PUPILS 68 appx ADULTS 13 appx

DESTINATION Mission San Juan Bautista

BUS TO LEAVE SCHOOL AT 6:00 am RETURN AT 6:00 pm appx.

BUS ROUTING AND STOPS

Bus leaves at 6:00 am sharp / one stop in Los Banos for breakfast snack. Arrive at Mission at 9:45 am appx. Leave at 1:30 appx. / Stop at Casa de Fruta for snack (15 min. appx.) Arrive in Tipton 6:00 pm.

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

TRIP RELEVENCY: CA History. Students will see first hand a mission of CA. They will view the Spanish influence and the impact they had on the Native Indians of CA.

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

5 students per chaparone.

COST \$ 90.00 (\$30.00 per class)
AT THE MISSION

* CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES NO HOW MANY * 6 students?
CAFETERIA LUNCHES NEEDED FOR ADULTS: YES NO HOW MANY 10 Adults?

Plus
SIGNATURE OF TEACHER IN CHARGE Bernadette

TRIP AUTHORIZED BY SCHOOL BOARD YES NO

SIGNATURE OF SUPERINTENDENT Stacy Blitt

* Breakfast Juice and Snack

* Lunch

* Return trip snack

Field Trip Approval Form

(MUST BE SUBMITTED ONE MONTH PRIOR TO FIELD TRIP)

TEACHER(S) Lampe GRADE 6-8 Drama

CLASSES ATTENDING Drama Class

DATE OF TRIP 2/7/19 NUMBER OF PUPILS 23 ADULTS 2

DESTINATION Encore Theatre Tulare, Ca

BUS TO LEAVE SCHOOL AT 6:30pm RETURN AT 10:00pm

BUS ROUTING AND STOPS

Leave school and go straight to Encore Theatre and back to school when show is finished.

USE THE BACK OF THIS PAPER IF ROUTING NEEDS MORE SPACE

PRELIMINARY STEPS: _____

*Drama account will pay for cost of tickets

TRIP RELEVENCY: Drama class to see a live performance at a theatre - great opportunity!

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

Mrs. Lina & Mrs. Alvarez will be taking the drama class to and from the show.

COST \$ 216.00

CAFETERIA LUNCHES NEEDED FOR STUDENTS: YES _____ NO HOW MANY _____

CAFETERIA LUNCHES NEEDED FOR ADULTS: YES _____ NO HOW MANY _____

SIGNATURE OF TEACHER IN CHARGE [Signature]

TRIP AUTHORIZED BY SCHOOL BOARD YES _____ NO _____

SIGNATURE OF SUPERINTENDENT [Signature]

Tipton Elementary School District

Name of Club: 8th Grade (Class of 2019)

Request for Fundraiser Approval and Revenue Projection

School Year: 2018-2019

Date form submitted: 1/29/19 Submitted by: Michelle Nuckols

PROPOSED ACTIVITY:

Name of activity or type of fundraiser: Selling candy for 8th grade trip

Location of activity: Tipton Elem.

Facilities needed: _____

Items to be sold: Sour Punch Twists (225 count)

Date of activity: Feb. 25, 2019 - March 25, 2019

Time of activity: From _____ a.m./p.m. To: _____ a.m./p.m.

Item/Ticket selling price: \$.25 each

Cash Box required? Yes No

Number of items purchased for sale: 225 @ \$.25 each = \$ 56.25 per container
(40 Containers x 99¢ each)
(225 in each container)

ASB purchase order required? Yes No (check)

How much income is anticipated? \$ 1850⁰⁰ how much expense is anticipated? \$ 400⁰⁰

How will profit be used? All profits will go towards student's 8th grade trip

Fundraiser Contact Person: Michelle Nuckols

Phone Number: 752-4213 / 359-026

Submit Form to Principal/Superintendent (Principal/Superintendent forward form to Business Office)

Approved by: [Signature]
Principal/Superintendent: _____
Business Manager/ASB Administrator: _____

Reason for disapproval, if applicable: _____

**TIPTON ELEMENTARY SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES
(APPLICATION MUST BE FILED AT LEAST ONE WEEK IN ADVANCE)**

1. NAME OF SPONSERING ORGANIZATION

TULARE ACES BASEBALL

2. PERSON RESPONSIBLE RYAN GARRISON

ADDRESS 420 CONGRESSIONAL CT. TULARE, CA. 93274

DATE OF APPLICATION 1/28/19 PHONE 559-804-5365

3. ROOM OR FACILITIES DESIRED BASEBALL FIELD W/LIGHTS

DATE(S) EVERY TUES, WED, THURS TIME(S) 5:30 PM - 7:30 PM
IN FEB. 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28. WE PLAY YEAR-ROUND. SO
PRACTICE WOULD BE EVERY TUE-WED & THURS OF EVERY MONTH

SERVICES OR ITEMS REQUESTED BASEBALL FIELD W/LIGHTS

FACILITIES TO BE USED FOR BASEBALL PRACTICE

STATEMENT OF INFORMATION

The undersigned states that, to the best of his/her knowledge, the School Property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime, including, Penal Code, or section 40056 of the Ed. Code. I hereby certify (or declare) under penalty of perjury that the foregoing is true and correct.

I have read the statement of Information in its entirety and agree to the conditions required for the use of the above facility request(s).

Certificate of Liability Insurance attached

Approved _____ Disapproved _____ Rental Fee _____ Deposit Fee _____

Signature _____

Superintendent or Designee _____

[Handwritten Signature]
[Handwritten Signature: Harry Bettenheim]

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Chappell Insurance Agency 25807-A Cox Rd Petersburg, VA 23803	CONTACT NAME: richard@chappellinsurance.com		
	PHONE (A/C, No. Ext): 1-804-733-2020	FAX (A/C, No): 804-733-2968	
E-MAIL ADDRESS: support@chappellinsurance.com			
INSURED Players Choice Sports Association 550 3rd St. Dayton, OR 97114 (1) Team Name(s): Tulare Aces	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Nationwide Mutual Insurance Company		23787
	INSURER B: Hartford Life and Accident Company		70815
	INSURER C:		
	INSURER D:		
	INSURER E:		


COVERAGES CERTIFICATE NUMBER: **PC-BB-32-000710** REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			RPG303049-00	01/01/2019 12:01 AM	01/01/2020 12:01 AM	EACH OCCURRENCE	2,000,000		
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	300,000		
	<input checked="" type="checkbox"/> Abuse/Molestation - \$1 million/\$2 million						MED EXP (Any one person)			
	<input checked="" type="checkbox"/> PLL - \$2,000,000						PERSONAL & ADV INJURY	2,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:								GENERAL AGGREGATE	5,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS-COMP/OP AGG	2,000,000		
	OTHER:						PARTICIPANT LEGAL LIABILITY	2,000,000		
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE			
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE			
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION									
B	PARTICIPANT ACCIDENT			36-SB-208413	01/01/2019 12:01 AM	01/01/2020 12:01 AM	EXCESS MEDICAL	100,000		
							DEDUCTIBLE	\$1,000.00		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The team or league listed below as a certificate holder is a named insured within the above referenced policies during any amateur play or practice and in any other sanctioned event. This insurance covers one (1) team only with maximum of 20 players per team for Baseball.

Coverage Effective From 01/28/2019 TO 01/01/2020

CERTIFICATE HOLDER Tulare Aces 464 E. Sandra Avenue Tulare, CA 93274 Certificate Number: PC-BB-32-000710	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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3. CONSENT CALENDAR: Action items:

3.3 E-RATE Service Agreement – AMS.NET Service Provider

"E-RATE ATTACHMENT to SERVICE AGREEMENT"

for

PROJECT 0292-18C.1 Network Electronics for Tipton Elementary School District

THIS ATTACHMENT, hereafter referred to as "Attachment", is entered into by and between the Tipton Elementary School District, hereinafter called "Owner", and AMS.NET, SAC, hereinafter called "Service Provider", and is an attachment to the Agreement provided by the Service Provider, hereafter referred to as "Agreement". Owner and Service Provider are sometimes individually referred to as "Party" and collectively as "Parties." The terms and conditions set forth in this Attachment shall take precedent over any other agreement between the Parties.

NOW, THEREFORE, the Parties, in consideration of the mutual covenants hereinafter set forth, agree as follows:

1. Scope of Work. The Service Provider agrees to furnish all services and/or equipment necessary to perform and complete, in a good workmanlike manner, the work in strict accordance with the **Request for Proposal No. 0292-18C.1 Network Electronics for Tipton Elementary School District.**
2. Contingency. The Service Provider understands that the Agreement is contingent on the Owner's receipt of federal and/or state funds for the work covered under the Agreement. If the Owner does not receive adequate federal and/or state funds, the Agreement shall be null and void. In the event that the Agreement is rendered void, the Owner will not be liable for any costs incurred by the Service Provider prior to the issuance of a Notice to Proceed.
3. Total Contract Price. As full consideration for the faithful performance of the agreement, District shall pay to Contractor, subject to any additions or deductions as provided in the Contract Documents, the sum of:

Total sum of Base Bid

One Thousand Ninety Five Dollars and 59/100's Dollars (\$ 1095.59).

Total sum of Alternate #1

_____ Dollars (\$ _____).

Contingency amount (if applicable)

One Hundred Nine Dollars and 56/100's Dollars (\$ 109.56).

CONTRACTOR LEAVE BLANK TO BE FILLED IN BY THE OWNER

Total sum of Base Bid + Contingency and Additive Alternates #1____, #2____, #3____, #4____, #5____,
_____ Dollars (\$ _____).

4. Payment. The payment method for the agreed upon service shall be USAC's Service Provider Invoicing (SPI). Service Provider agrees to invoice the Owner for the undiscounted amount of the service only and shall be responsible to prepare and submit the Form 474 for the reimbursement of the discounted amount from USAC. The Service Provider agrees that prior to submitting the Form 472,
 - a. Service Provider has performed the services that reimbursement is being requested for, and
 - b. Service Provider has submitted a discounted invoice to the Owner for the reimbursement amount being requested for.

In the event that the Owner authorizes the Service Provider to begin service prior to filing a Form 486 (Receipt of Service Confirmation Form), the Owner agrees to pay the Service Provider in full for the discounted and undiscounted amount of the accepted service(s) received. The Owner

shall, at their sole discretion, seek reimbursement for the discounted amount of the service provided from USAC. The Owner shall do so by preparing and submitting a Form 472 Billed Entity Applicant Reimbursement (BEAR) to USAC. Service Provider agrees to remit any and all reimbursement payments received by the Service Provider as a result of a Form 472 filed by the Owner, within 20 business days after receipt of funds released by USAC.

5. Service Delivery. In compliance with the E-rate program rules, Parties agree that the service(s) under the Agreement will not begin prior to **July 1, 2019**, or extend beyond **September 30, 2020**, without prior approval of USAC. Parties agree that no service(s) may commence until the Service Provider has received a duly authorized written Notice to Proceed from the Owner.
6. Growth Clause. The Parties agree that during the term of the Agreement the Owner may increase the scope of the agreed upon service(s) in whatever manner that best meet the interest of the Owner. No change to the Agreement shall be enforceable unless agreed upon in writing by both Parties.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed and delivered as of the Effective Date set forth in the introductory paragraph above.

"OWNER"

Tipton Elementary School District

By: Stacey Bettencourt

Name: Stacey Bettencourt

Title: Superintendent/Principal

Date: 1/23/19

"SERVICE PROVIDER"

AMS.NET INC.

By: Diana Monaghan

Name: Diana Monaghan

Title: Vice President

Date: 1/18/19

4. ADMINISTRATIVE: Action items:

4.1 Quarterly Board Policy Update December 2018

SCHOOL PLANS/SITE COUNCILS

The Governing Board believes that comprehensive planning is necessary at each school in order to focus school improvement efforts on student academic achievement and facilitate the effective use of available resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0415 - Equity)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

Each district school that participates in one or more federal and/or state categorical programs funded through the state's consolidated application process pursuant to Education Code 64000 shall establish a school site council in accordance with Education Code 65000-65001. The school site council shall develop, approve, and annually review and update a school plan for student achievement (SPSA) which consolidates the plans required for those categorical programs into a single plan, unless otherwise prohibited by law. (Education Code 64001)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1431 - Waivers)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Learners)

(cf. 6190 - Evaluation of the Instructional Program)

The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all applicable programs, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and its students. The Superintendent or designee shall also ensure consistency between the specific actions included in the district's local control and accountability plan and the strategies identified in each school's SPSA.

The Board shall, at a regularly scheduled Board meeting, review and approve each school's SPSA whenever there are any material revisions affecting the academic programs for students participating in the categorical programs addressed in the SPSA. (Education Code 64001)

If the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council. The school site council shall then revise and resubmit the SPSA to the Board for its approval. (Education Code 64001)

The Superintendent or designee shall ensure that school administrators and school site council members receive training on the roles and responsibilities of the school site council.

SCHOOL PLANS/SITE COUNCILS (continued)

The SPSA may serve as the school improvement plan required when a school is identified for targeted or comprehensive support pursuant to 20 USC 6303. (Education Code 64001)

(cf. 0500 - Accountability)

Any complaint alleging noncompliance with requirements related to the establishment of school site councils or the development of the SPSA may be filed with the district in accordance with the district's uniform complaint procedures pursuant to 5 CCR 4600-4670 and BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 64001)

(cf. 1312.3 - Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

52-53 *Designation of schools*

33133 *Information guide for school site councils*

35147 *Open meeting laws exceptions*

52060-52077 *Local control and accountability plan*

52176 *English learner advisory committees*

56000-56867 *Special education*

64000 *Categorical programs included in consolidated application*

64001 *School plan for student achievement, consolidated application programs*

65000-65001 *School site councils*

CODE OF REGULATIONS, TITLE 5

3930-3937 *Compliance plans*

4600-4670 *Uniform complaint procedures*

11308 *English learner advisory committees*

UNITED STATES CODE, TITLE 20

6303 *School improvement*

6311 *State plan*

6314 *Schoolwide programs; schoolwide program plan*

6421-6472 *Programs for neglected, delinquent, and at-risk children and youth*

6601-6651 *Teacher and Principal Training and Recruitment program*

6801-7014 *Limited English proficient and immigrant students*

7101-7122 *Student Support and Academic Enrichment Grants*

7341-7355c *Rural Education Initiative*

Management Resources: (see next page)

SCHOOL PLANS/SITE COUNCILS (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

A Guide for Developing the Single Plan for Student Achievement: A Resource for the School Site Council, February 2014

WEST ED PUBLICATIONS

California Healthy Kids Survey

California School Climate Survey

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

WestEd: <http://www.wested.org>

SCHOOL PLANS/SITE COUNCILS

School Site Councils

Each school that operates a program requiring the development of a school plan for student achievement (SPSA) pursuant to Education Code 64001 shall have a school site council composed of the following: (Education Code 65000)

1. The principal or designee
2. Classroom teachers at the school, selected by the classroom teachers at the school
3. Other school personnel who are not teachers, selected by the other personnel at the school who are not teachers
4. Parents/guardians of students attending the school and/or other members of the community, selected by the parents/guardians of students attending the school
5. If the school is a secondary school, students attending the school selected by other secondary students

(cf. 0450 - Comprehensive Safety Plan)

Half of the school site council membership shall consist of school staff in the categories listed in items #1-3 above, the majority of whom shall be classroom teachers. For an elementary school site council, the remaining half shall be parents/guardians and/or community members. For a secondary school site council, the remaining half shall be parents/guardians, community members, and/or students. (Education Code 65000)

A district employee may serve as a parent/guardian representative on the school site council of the school his/her child attends, provided the employee does not work at that school. (Education Code 65000)

The bylaws of each school site council shall include the method of selecting members and officers, terms of office, responsibilities of council members, time commitment, and a policy of nondiscrimination and equity.

(cf. 0415 - Equity)

School site councils shall operate in accordance with procedural meeting requirements established in Education Code 35147.

(cf. 1220 - Citizen Advisory Committees)

SCHOOL PLANS/SITE COUNCILS (continued)

School Plan for Student Achievement

The school site council shall develop and annually review and update an SPSA that addresses all federal and/or state categorical programs in which the school participates pursuant to Education Code 64000. (Education Code 64001)

(cf. 1431 - Waivers)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

The SPSA shall be developed with the review, certification, and advice of the school English learner advisory committee, if required. (Education Code 64001)

(cf. 6174 - Education for English Learners)

Other school and district committees, including, but not limited to, a parent advisory committee established to review and comment on the district's local control and accountability plan (LCAP), advisory committee established for special education programs, and Western Association of Schools and Colleges leadership teams, may also be consulted on the content of the plan.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6190 - Evaluation of the Instructional Program)

Before developing the content of the SPSA, the school site council shall conduct a comprehensive needs assessment pursuant to 20 USC 6314, including an analysis of verifiable state data consistent with the state priorities specified in Education Code 52060 and the indicators in the state accountability system. The school may consider any other data developed by the district to measure student outcomes. (Education Code 64001)

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

The SPSA shall include all of the following: (Education Code 64001)

1. Goals to improve student outcomes, including goals that address the needs of student groups as identified through the needs assessment
2. Evidence-based strategies, actions, or services
3. Proposed expenditures based on the projected resource allocation from the district to address the findings of the needs assessment, including identifying resource inequities, which may include a review of the district's budgeting, the LCAP, and school-level budgeting, if applicable

SCHOOL PLANS/SITE COUNCILS (continued)

In addition to meeting the requirements common to all applicable school plans, the SPSA shall address any content required by law for each individual categorical program in which the school participates.

The school site council shall approve the proposed SPSA at a meeting for which public notice has been posted. Whenever there are material revisions to the SPSA which affect the academic programs for students participating in applicable programs, the SPSA shall be submitted to the Governing Board for review and approval at a regularly scheduled Board meeting. (Education Code 35147, 64001)

The school site council shall regularly monitor the implementation and effectiveness of the SPSA and modify any activities that prove ineffective. At least once per year, the principal or designee shall evaluate results of improvement efforts and report to the Board, school site council, and other interested parties regarding progress toward school goals.

The school site council may amend the SPSA at any time through the same process required for the annual update of the plan.

COMPREHENSIVE SAFETY PLAN

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3515 - Campus Security)
(cf. 3515.2 - Disruptions)
(cf. 3515.3 - District Police/Security Department)
(cf. 3515.7 - Firearms on School Grounds)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5131.4 - Student Disturbances)
(cf. 5131.41 - Use of Seclusion and Restraint)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5136 - Gangs)
(cf. 5137 - Positive School Climate)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

OPTION 2: (Districts with 2,500 or less ADA that choose to develop a districtwide plan)

The Superintendent or designee shall oversee the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)

COMPREHENSIVE SAFETY PLAN (continued)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting

(cf. 0500 - Accountability)

(cf. 9320 - Meetings and Notices)

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

BP 0450(c)

COMPREHENSIVE SAFETY PLAN (continued)

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination*
32260-32262 *Interagency School Safety Demonstration Act of 1985*
32270 *School safety cadre*
32280-32289 *School safety plans*
32290 *Safety devices*
35147 *School site councils and advisory committees*
35183 *School dress code; uniforms*
35291 *Rules*
35291.5 *School-adopted discipline rules*
41020 *Annual audits*
48900-48927 *Suspension and expulsion*
48950 *Speech and other communication*
49079 *Notification to teacher; student act constituting grounds for suspension or expulsion*
67381 *Violent crime*
GOVERNMENT CODE
54957 *Closed session meetings for threats to security*
PENAL CODE
422.55 *Definition of hate crime*
626.8 *Disruptions*
11164-11174.3 *Child Abuse and Neglect Reporting Act*
CALIFORNIA CONSTITUTION
Article 1, Section 28(c) Right to Safe Schools
CODE OF REGULATIONS, TITLE 5
11987-11987.7 *School Community Violence Prevention Program requirements*
11992-11993 *Definition, persistently dangerous schools*
UNITED STATES CODE, TITLE 20
7111-7122 *Student Support and Academic Enrichment Grants*
7912 *Transfers from persistently dangerous schools*
UNITED STATES CODE, TITLE 42
12101-12213 *Americans with Disabilities Act*

Management Resources: (see next page)

COMPREHENSIVE SAFETY PLAN (continued)

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, rev. 2011

Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

FEDERAL BUREAU OF INVESTIGATION PUBLICATIONS

Uniform Crime Reporting Handbook, 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Practical Information on Crisis Planning: A Guide for Schools and Communities, January 2007

U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2004

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

California Governor's Office of Emergency Services: <http://www.caloes.ca.gov>

California Healthy Kids Survey: <http://chks.wested.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>

Federal Bureau of Investigation: <http://www.fbi.gov>

National Center for Crisis Management: <http://www.schoolcrisisresponse.com>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

U.S. Secret Service, National Threat Assessment Center: <http://www.secretservice.gov/protection/ntac>

LOCAL CONTROL AND ACCOUNTABILITY PLAN

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0415 - Equity)

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. (Education Code 52052)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0400 - Comprehensive Plans)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5030 - Student Wellness)
(cf. 6171 - Title I Programs)
(cf. 7110 - Facilities Master Plan)

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

(cf. 1220 - Citizen Advisory Committees)
(cf. 4140/4240/4340 - Bargaining Units)
(cf. 6020 - Parent Involvement)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 - Parental Notifications)

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

(cf. 0430 - Comprehensive Local Plan for Special Education)

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)

Monitoring Progress

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

(cf. 0500 - Accountability)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Technical Assistance/Intervention

At its discretion, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in identifying district strengths and weaknesses in regard to state priorities, which includes the review of performance data on the state and local indicators included in the Dashboard and other relevant local data, and in identifying effective, evidence-based programs or practices that address any areas of weakness.
2. Assistance from an academic, programmatic, or fiscal expert, or team of experts, in identifying and implementing effective programs and practices that are designed to improve performance in any identified areas of weakness. The district may engage other service providers, including, but not limited to, other school districts, county offices of education, or charter schools, to provide such assistance.

In the event that the County Superintendent requires the district to receive technical assistance based on one or more numerically significant student subgroups meeting the criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent, or another service provider at district expense, and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)

If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)

If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072)

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Legal Reference:

EDUCATION CODE

305-306 *English language education*

17002 *State School Building Lease-Purchase Law, including definition of good repair*

33430-33436 *Learning Communities for School Success Program; grants for LCAP implementation*

41020 *Audits*

41320-41322 *Emergency apportionments*

42127 *Public hearing on budget adoption*

42238.01-42238.07 *Local control funding formula*

44258.9 *County superintendent review of teacher assignment*

48985 *Parental notices in languages other than English*

51210 *Course of study for grades 1-6*

51220 *Course of study for grades 7-12*

52052 *Numerically significant student subgroups*

52059.5 *Statewide system of support*

52060-52077 *Local control and accountability plan*

52302 *Regional occupational centers and programs*

52372.5 *Linked learning program*

54692 *Partnership academies*

60119 *Sufficiency of textbooks and instructional materials; hearing and resolution*

60605.8 *California Assessment of Academic Achievement; Academic Content Standards Commission*

64001 *Single plan for student achievement*

99300-99301 *Early Assessment Program*

WELFARE AND INSTITUTIONS CODE

300 *Dependent child of the court*

CODE OF REGULATIONS, TITLE 5

15494-15497 *Local control and accountability plan and spending requirements*

UNITED STATES CODE, TITLE 20

6312 *Local educational agency plan*

6826 *Title III funds, local plans*

Management Resources: (see next page)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Management Resources:

CSBA PUBLICATIONS

The California School Dashboard and Small Districts, October 2018

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California School Dashboard: <http://www.caschooldashboard.org>

LOCAL CONTROL AND ACCOUNTABILITY PLAN

Goals and Actions Addressing State and Local Priorities

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

- a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

- b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

- c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6020 - Parent Involvement)

(cf. 6173.1 - Education for Foster Youth)

- d. Student achievement, as measured by all of the following as applicable:

- (1) Statewide assessments of student achievement

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- (2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692
- (3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (4) The English learner reclassification rate
- (5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
- (6) The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

(cf. 0500 - Accountability)
(cf. 6141.5 - Advanced Placement)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6178 - Career Technical Education)

- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5147 - Dropout Prevention)
(cf. 6146.1 - High School Graduation Requirements)

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

(cf. 5137 - Positive School Climate)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

- 2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

- 3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52060)

Increase or Improvement in Services for Unduplicated Students

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

Availability of the Plan

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, and the LCFF budget overview for parents/guardians on the homepage of the district's web site. (Education Code 52064.1, 52065)

(cf. 1113 - District and School Web Sites)

CITIZEN ADVISORY COMMITTEES

Committee Charge

When committees are appointed, committee members shall receive written information which includes, but is not limited to:

1. The committee members' names
2. The procedure to be used in the selection of the committee chairperson and other committee officers
3. The name(s) and contact information of staff member(s) assigned to support the work of the committee
4. The goals and specific charge(s) of the committee, including its topic(s) for study
5. The specific period of time that the committee is expected to serve
6. Legal requirements regarding meeting conduct and public notifications
7. Resources available to help the committee perform its tasks
8. Timelines for progress reports and/or final report
9. Relevant Board policies and administrative regulations

Committees Subject to Brown Act Requirements

Brown Act requirements pertaining to open meetings, notices, and public participation pursuant to Government Code 54950-54963 shall be complied with by any committee created by formal action of the Governing Board, including, but not limited to, the following:

1. Advisory committee established pursuant to Education Code 56190-56194 related to special education

(cf. 0430 - Comprehensive Local Plan for Special Education)

2. Advisory committee established pursuant to Education Code 8070 related to career technical education

(cf. 6178 - Career Technical Education)

3. Committee established to assist in development of a student wellness policy pursuant to 42 USC 1758b

(cf. 5030 - Student Wellness)

CITIZEN ADVISORY COMMITTEES (continued)

4. Committee established pursuant to Education Code 17387-17391 related to the use or disposition of excess real property

(cf. 3280 - Sale or Lease of District-Owned Real Property)

5. Citizens' oversight committee established to examine the expenditure of general obligation bond or school facilities improvement bond revenues passed with a 55 percent majority of the voters pursuant to Education Code 15278 and 15359.3

(cf. 7213 - School Facilities Improvement Districts)

(cf. 7214 - General Obligation Bonds)

(cf. 9130 - Board Committees)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

(cf. 9323 - Meeting Conduct)

Committees Not Subject to Brown Act Requirements

The following committees shall comply with procedural meeting requirements established in Education Code 35147:

1. Parent advisory committee and English learner parent advisory committee established pursuant to Education Code 52063 to review and comment on the local control and accountability plan

(cf. 0460 - Local Control and Accountability Plan)

2. School site councils established pursuant to Education Code 65000-65001 to develop and approve a school plan for student achievement

(cf. 0420 - School Plans/Site Councils)

3. District or school advisory committees established pursuant to Education Code 52176 related to programs for English learners

(cf. 6174 - Education for English Learners)

4. School advisory committees established pursuant to Education Code 54425(b) related to compensatory education

(cf. 6171 - Title I Programs)

5. Any district advisory committee established pursuant to Education Code 54444.2 related to migrant education programs

CITIZEN ADVISORY COMMITTEES (continued)

(cf. 6175 - Migrant Education Program)

6. School committees established pursuant to Education Code 11503 related to parent involvement

(cf. 6020 - Parent Involvement)

Meetings of the above councils or committees shall be open to the public, and any member of the public shall have the opportunity to address the council or committee during the meeting on any item within its jurisdiction. Notice of the meeting shall be posted at the school site or other appropriate accessible location at least 72 hours before the meeting, specifying the date, time, and location of the meeting and containing an agenda that describes each item of business to be discussed or acted upon. (Education Code 35147)

The above councils or committees shall not take action on any item not listed on the agenda unless all members present unanimously find that there is a need to take immediate action and that this need came to the council's or committee's attention after the agenda was posted. In addition to addressing items on the agenda, members of the council, committee, or public may ask questions or make brief statements that do not have a significant effect on district students or employees or that can be resolved solely by providing information. (Education Code 35147)

Any council or committee violating the above procedural requirements must, at the demand of any person, reconsider the item at the next meeting, first allowing for public input on the item. (Education Code 35147)

Any materials provided to a council or committee shall be made available to any member of the public upon request pursuant to the California Public Records Act, Government Code 6250-6270. (Education Code 35147)

(cf. 1340 - Access to District Records)

Committees Created by Superintendent

Committees which are created by the Superintendent or designee to advise the administration, do not report to the Board, and are not specified in Education Code 35147 shall not be subject to the requirements of the Brown Act or Education Code 35147.

(cf. 2230 - Representative and Deliberative Groups)

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$60,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$200,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
 - a. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids. This notice shall be disseminated by mail, fax, or email to either or both of the following:
 - (1) All contractors on a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due
 - (2) All construction trade journals identified pursuant to Public Contract Code 22036
 - b. The district shall review the informal bids that were submitted and award the contract, except that:
 - (1) If all bids received through the informal process are in excess of \$200,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$212,500 or less and the Board determines the district's cost estimate is reasonable.
 - (2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than \$200,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)
 - a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES
(continued)

- (1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.
- (2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall award the contract as follows:

- (1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.
- (2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.
- (3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

(cf. 3311 - Bids)

TRANSPORTATION SAFETY AND EMERGENCIES

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2018 (SB 840, Ch. 29, Statutes of 2018) extends the suspension of these requirements through the 2018-19 fiscal year. As a result, certain provisions of the following administrative regulation related to transportation safety plans and safety instruction for students may be suspended.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus. If no defect or deficiency is discovered or reported, the driver shall so indicate on the report. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

Passenger Restraint Systems

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver, and was manufactured on or after July 1, 2005
2. Is a Type 2 school bus or student activity bus designed for carrying 16 or fewer passengers and the driver, or for carrying 20 or fewer passengers and the driver if the bus has a manufacturer's vehicle weight rating of 10,000 pounds or less, and was manufactured on or after July 1, 2004

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher, located in the driver's compartment, which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Child Safety Alert System

In accordance with Vehicle Code 28160, each school bus or student activity bus shall be equipped with an operational child safety alert system at the interior rear of the bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

A student activity bus that does not have a child safety alert system may be used only if all of the following apply: (Vehicle Code 28160)

1. The student activity bus is not used exclusively to transport students.
2. When the student activity bus is used to transport students, the students are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer.

(cf. 1240 - Volunteer Assistance)

3. One adult chaperone has a list of every student and adult chaperone, including a school employee, who is on the student activity bus at the time of departure.
4. The driver has reviewed all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form, with the time and date, acknowledging that the safety plan and procedures were reviewed.
5. Immediately before departure from any location, the adult chaperone shall account for each student on the list of students, verify the number of students to the driver, and sign a form indicating that all students are present or accounted for.

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

6. After students have exited a student activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.
7. The driver shall sign a form with the time and date verifying that all required procedures have been followed.
8. The information required to be recorded pursuant to items #4, 5, and 7 may be recorded on a single form and shall be retained by the district for a minimum of two years.

Electronic Communications Devices

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following: (Education Code 39831.3)

1. Determination of whether students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Boarding and exiting a school bus at a school or other trip destination
4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or, if applicable, youth bus
5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol (CHP). (Education Code 39831.3)

Parental Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a district school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safely walking to and from school bus stops

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.
2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. How to safely cross the street, highway, or private road
 - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
 - d. Proper passenger conduct
 - e. Bus evacuation procedures
 - f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the CHP.

(cf. 3580 - District Records)

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

Legal Reference:

EDUCATION CODE

39830-39843 Transportation, school buses

39860 Contract for transportation; requirement that student not be left unattended

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and student activity bus

22112 Loading and unloading passengers

23123.5 Use of wireless telephone or communications device while driving; exceptions

23125 Use of wireless telephone prohibited while driving school bus

27316-27316.5 Passenger restraint systems

28160 Child safety alert system

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and bus operations

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-1294 Motor carrier safety

2480 Airborne toxic control measure; limitation on bus idling

CODE OF REGULATIONS, TITLE 19

574-575.3 Inspection and maintenance of fire extinguishers

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Management Resources: (see next page)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Passenger Restraints Frequently Asked Questions

WEB SITES

American School Bus Council: <http://www.americanschoolbuscouncil.org>

California Association of School Business Officials: <http://www.casbo.org>

California Association of School Transportation Officials: <http://www.castoways.org>

California Department of Education, Office of School Transportation: <http://www.cde.ca.gov/ls/tn>

California Highway Patrol: <http://www.chp.ca.gov>

National Transportation Safety Board: <http://www.nts.gov>

U.S. Department of Transportation, National Highway Traffic Safety Administration:
<http://www.nhtsa.dot.gov>

CLASSIFIED PERSONNEL

Exemption from Classified Service

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

OPTION 1: Districts Not Incorporating the Merit System

Individuals hired solely for the following purposes shall not be part of the classified service: (Education Code 45103)

1. Substitute or short-term employees who are employed and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day
2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment
3. Full-time students employed part time
4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district pursuant to Education Code 51760-51769.5 that is financed by state or federal funds

CLASSIFIED PERSONNEL (continued)

Restricted Positions

Persons employed in restricted positions pursuant to Education Code 45105 or 45108 shall be classified employees for all purposes except that they shall not be subject to the provisions of Education Code 45272 and 45273 related to promotional examinations and the filling of vacancies, and shall not acquire permanent status or seniority credit. Such persons shall be eligible for promotion into the regular classified service only after completing six months of satisfactory service and satisfactorily completing the qualifying examinations required of all other persons serving in the same class in the regular classified service. (Education Code 45105, 45108)

ABSENCES AND EXCUSES

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)

(cf. 5112.2 - Exclusions from Attendance)

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)

(cf. 5146 - Married/Pregnant/Parenting Students)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference

- f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization

AR 5113(b)

ABSENCES AND EXCUSES (continued)

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

(cf. 6142.3 - Civic Education)

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

(cf. 6173.2 - Education of Children of Military Families)

10. Attendance at a naturalization ceremony to become a United States citizen (Education Code 48205)

11. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

(cf. 6112 - School Day)

12. Work in the entertainment or allied industry (Education Code 48225.5)

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)

13. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

AR 5113(c)

ABSENCES AND EXCUSES (continued)

14. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, *immediate family* means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence

(cf. 5113.11 - Attendance Supervision)

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.

AR 5113(d)

ABSENCES AND EXCUSES (continued)

4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

(cf. 5113.1 - Chronic Absence and Truancy)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

(cf. 6154 - Homework/Makeup Work)

Regulation
approved:
Students

CSBA MANUAL MAINTENANCE SERVICE
December 2018
AR 5131.41(a)

USE OF SECLUSION AND RESTRAINT

District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Definitions

Behavioral restraint includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

Mechanical restraint means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

(cf. 3515.3 - District Police/Security Department)

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

Prone restraint means the application of a behavioral restraint on a student in a facedown position. (Education Code 49005.1)

Seclusion means the involuntary confinement of a student alone in a room or an area from which the student is physically prevented from leaving. Seclusion does not include a timeout

involving the monitored separation of the student in an unlocked setting, which is implemented for the purpose of calming the student. (Education Code 49005.1)

AR 5131.41(b)

USE OF SECLUSION AND RESTRAINT (continued)

Prohibitions

Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)

(cf. 5144 - Discipline)

In addition, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)

1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room
3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places his/her body weight against the student's torso or back
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face
5. Place a student in a facedown position with the student's hands held or restrained behind the student's back
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the student or others

Limited Use of Seclusion or Restraint

Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)

(cf. 5131.4 - Student Disturbances)
(cf. 5131.7 - Weapons and Dangerous Instruments)

If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which

AR 5131.41(c)

USE OF SECLUSION AND RESTRAINT (continued)

the staff member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

If a prone restraint technique is used on a student, a staff member shall observe the student for any signs of physical distress throughout the use of the restraint. Whenever possible, the staff member monitoring the student shall not be involved in restraining the student. (Education Code 49005.8)

Reports

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 6250-6270. (Education Code 49006)

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

Legal Reference:

EDUCATION CODE

49001 *Prohibition against corporal punishment*

49005-49006.4 *Seclusion and restraint*

56520-56525 *Behavioral interventions, students with disabilities, especially:*

56521.1 *Emergency interventions when behavior poses threat to student or others*

56521.2 *Prohibited interventions*

GOVERNMENT CODE

6250-6270 *California Public Records Act*

UNITED STATES CODE, TITLE 20
1400-1482 *Individuals with Disabilities Education Act*
UNITED STATES CODE, TITLE 29
794 *Section 504 of the Rehabilitation Act of 1973*

Management Resources: (see next page)

AR 5131.41(d)

USE OF SECLUSION AND RESTRAINT (continued)

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Restraint and Seclusion: Resource Document, May 2012

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

Regulation
approved:
Students

CSBA MANUAL MAINTENANCE SERVICE
December 2018
BP 5141.52(a)

SUICIDE PREVENTION

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, suicide prevention experts, local health agencies, mental health professionals, and community organizations.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

BP 5141.52(b)

SUICIDE PREVENTION (continued)

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. (Education Code 215)

Legal Reference: (see next page)

BP 5141.52(c)

SUICIDE PREVENTION (continued)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

215.5 Suicide prevention hotline contact information on student identification cards

216 Suicide prevention online training programs

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Children's Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

Preventing Suicide: A Toolkit for High Schools, 2012

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <https://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <https://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Suicide Prevention Program:

<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <https://www.nasponline.org>

National Institute for Mental Health: <http://www.nimh.nih.gov>

Trevor Project: <http://thetrevorproject.org>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services

Administration: <http://www.samhsa.gov>

SUICIDE PREVENTION

Student identification cards shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health

SUICIDE PREVENTION (continued)

6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed
8. District procedures for responding after a suicide has occurred

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

SUICIDE PREVENTION (continued)

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

School employees shall act only within the authorization and scope of their credential or license. An employee is not authorized to diagnose or treat mental illness unless specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5141 - Health Care and Emergencies)

SUICIDE PREVENTION (continued)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether it is necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school and determine the need for ongoing support.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112- Media Relations)

SUICIDE PREVENTION (continued)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

DISCIPLINE

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 6020 - Parent Involvement)

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6164.2 - Guidance/Counseling Services)

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6164.5 - Student Success Teams)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3553 - Free and Reduced Price Meals)

DISCIPLINE (continued)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

(cf. 5131.41 - Use of Seclusion and Restraint)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 9320 - Meetings and Notices)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0415 - Equity)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

DISCIPLINE (continued)

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Legal Reference:

EDUCATION CODE

32280-32289 *School safety plans*
35146 *Closed sessions*
35291 *Rules*
35291.5-35291.7 *School-adopted discipline rules*
37223 *Weekend classes*
44807.5 *Restriction from recess*
48900-48926 *Suspension and expulsion*
48980-48985 *Notification of parent/guardian*
49005-49006.4 *Seclusion and restraint*
49330-49335 *Injurious objects*
49550-49564.5 *Meals for needy students*
52060-52077 *Local control and accountability plan*

CIVIL CODE

1714.1 *Parental liability for child's misconduct*

CODE OF REGULATIONS, TITLE 5

307 *Participation in school activities until departure of bus*
353 *Detention after school*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

794 *Section 504 of the Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

1751-1769j *School Lunch Program*
1773 *School Breakfast Program*

Management Resources: (see next page)

DISCIPLINE (continued)

Management Resources:

CSBA PUBLICATIONS

Recent Legislation on Discipline: AB 240, Fact Sheet, March 2015

The Case for Reducing Out-of-School Suspensions and Expulsions, Fact Sheet, April 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Public Counsel: <http://www.fixschooldiscipline.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

DISCIPLINE

Site-Level Rules

Site-level rules shall be consistent with state law and Board policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

5. For junior high and high schools, students enrolled in the school

Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in state law, district discipline policies and regulations, and/or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291.5)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when students' presence causes a danger to themselves or others or they commit a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and parents/guardians

DISCIPLINE (continued)

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

2. Referral of the student to the school counselor or other school support service personnel for case management and counseling

(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6164.2 - Guidance/Counseling Services)

3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and parents/guardians

(cf. 6164.5 - Student Success Teams)

4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education under Section 504)

5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably
9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner
10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

(cf. 5148.2 - Before/After School Programs)

DISCIPLINE (continued)

11. Recess restriction as provided in the section below entitled "Recess Restriction"
12. Detention after school hours as provided in the section below entitled "Detention After School"
13. Community service as provided in the section below entitled "Community Service"
14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

(cf. 6145 - Extracurricular/Cocurricular Activities)

15. Reassignment to an alternative educational environment

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

(cf. 5125 - Student Records)

Recess Restriction

Teachers may restrict a student's recess time only when they believe that this action is the most effective way to bring about improved behavior. When recess restriction involves the withholding of physical activity from a student, teachers shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.

DISCIPLINE (continued)

3. The student's teacher shall inform the principal of any recess restrictions imposed.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

Detention After School

Students may be detained for disciplinary reasons for up to one hour after the close of the maximum school day, or until the departure of the school bus to which they have been assigned if applicable. (5 CCR 307, 353)

The student shall not be detained unless the principal or designee notifies the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

Community Service

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may require a student to perform community service during nonschool hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

(cf. 5145.6 - Parental Notifications)

DISCIPLINE (continued)

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

Regulation
approved:
Instruction

CSBA MANUAL MAINTENANCE SERVICE
December 2018
AR 6183(a)

HOME AND HOSPITAL INSTRUCTION

A student with a temporary disability which makes school attendance impossible or inadvisable shall be entitled to receive individual instruction at home or in a hospital or other residential health facility, excluding state hospitals. (Education Code 48206.3)

(cf. 5112.2 - Exclusions from Attendance)

Temporary disability means a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program, and after which the student can reasonably be expected to return to regular day classes or the alternative education program in which the student is enrolled. *Temporary disability* does not include a disability that would qualify a student for special education pursuant to Education Code 56026. (Education Code 48206.3)

(cf. 5141.22 - Infectious Diseases)

(cf. 6158 - Independent Study)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of district students regarding: (Education Code 48206.3, 48208, 48980)

1. The availability of individual instruction for any student with a temporary disability, including information regarding student eligibility for, and the duration of, individual instruction
2. The rights and responsibilities of parents/guardians of any student with a temporary disability pursuant to Education Code 48207 and 48208

(cf. 5145.6 - Parental Notifications)

Parents/guardians shall notify the principal or designee when their child is temporarily disabled and needs individual instruction at home or in a hospital or other residential health facility.

Determination of Student Eligibility

Not later than five working days after receiving notification from a parent/guardian that a student has a temporary disability, the Superintendent or designee shall determine whether

the student will be able to receive individual instruction at home or in a hospital or residential health facility. (Education Code 48208)

The Superintendent or designee may require verification through any reasonable means that the student is temporarily disabled and needs individual instruction.

AR 6183(b)

HOME AND HOSPITAL INSTRUCTION (continued)

Provision of Individual Instruction

Individual instruction at a student's home or in a hospital or other residential health facility shall begin no later than five working days after the Superintendent or designee makes the determination that the student is eligible to receive individual instruction. (Education Code 48207.5, 48208)

The district shall be responsible for providing individual instruction to any temporarily disabled student who is in a hospital or other residential health facility located within district boundaries, whether or not the student is enrolled in the district. If the student is enrolled in another district, the Superintendent or designee may enter into an agreement to have the student's district of residence provide the individual instruction. The Superintendent or designee may also enter into an agreement to provide individual instruction to a district student who is in a hospital or other residential health facility located within the boundaries of another district. (Education Code 48208)

(cf. 5111.1 - District Residency)

Whenever the district provides individual instruction to a non-district student who is in a hospital or other residential health facility located within district boundaries, the Superintendent or designee shall, within five working days of the beginning of the individual instruction, provide written notification to the student's district of residence that, effective on the date on which individual instruction began, the district of residence may not count the student for purposes of computing that district's average daily attendance. (Education Code 48208)

A student receiving individual instruction in a hospital or residential health facility for a partial week shall be entitled to attend school or receive individual instruction at home on days in which the student is not receiving individual instruction in the hospital or other residential health facility, if the student is well enough to do so. (Education Code 48207.3)

Home or hospital instruction shall be provided only by teachers with valid California teaching credentials who consent to the assignment. (Education Code 44865)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

Insofar as possible, the teacher providing home or hospital instruction shall consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program.

AR 6183(c)

HOME AND HOSPITAL INSTRUCTION (continued)

The district's attendance supervisor shall ensure that the absences of any temporarily disabled student receiving individual instruction at home or in a hospital or other residential health facility are excused until the student is able to return to the regular school program. (Education Code 48240)

(cf. 5113 - Absences and Excuses)

(cf. 5113.11 - Attendance Supervision)

Return to School

A student receiving individual instruction who is well enough to return to school shall be allowed to return to the school that the student attended immediately before receiving individual instruction, if the return occurs during the school year in which the individual instruction was initiated. (Education Code 48207.3)

Legal Reference:

EDUCATION CODE

44865 *Qualifications for home teachers*

45031 *Home teachers*

48200 *Minimum school day*

48206.3-48208 *Students with temporary disabilities; individual instruction*

48240 *Supervisors of attendance*

48980 *Parental notifications*

51800-51802 *Employment of home teachers*

56026 *Individual with exceptional needs*

CODE OF REGULATIONS, TITLE 5

421 *Method of verification*

423 *Prolonged illness*

Regulation
approved:
Board Bylaws

CSBA MANUAL MAINTENANCE SERVICE
December 2018
BB 9322(a)

AGENDA/MEETING MATERIALS

Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

Each agenda shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)
(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and that the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall include information regarding how, when, and to whom a request should be made if an individual requires disability-related accommodations or modifications, including

auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

(cf. 9121 - President)

(cf. 9122 - Secretary)

BB 9322(b)

AGENDA/MEETING MATERIALS (continued)

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

BB 9322(c)

AGENDA/MEETING MATERIALS (continued)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3320 - Claims and Actions Against the District)

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

Agenda Dissemination to Board Members

At least 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available documents pertinent to the meeting.

When special meetings are called, Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

(cf. 9012 - Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

BB 9322(d)

AGENDA/MEETING MATERIALS (continued)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Legal Reference: (see next page)

BB 9322(e)

AGENDA/MEETING MATERIALS (continued)

Legal Reference:

EDUCATION CODE

35144 *Special meetings*

35145 *Public meetings*

35145.5 *Right of public to place matters on agenda*

GOVERNMENT CODE

6250-6270 *Public Records Act*

53635.7 *Separate item of business*

54954.1 *Mailed agenda of meeting*

54954.2 *Agenda posting requirements; board actions*

54954.3 *Opportunity for public to address legislative body*

54954.5 *Closed session item descriptions*

54956.5 *Emergency meetings*

54957.5 *Availability of public records*

54960.2 *Challenging board actions; cease and desist*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 *Effective communications*

36.303 *Auxiliary aids and services*

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal.App.4th 229

Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

ATTORNEY GENERAL OPINIONS

99 *Ops. Cal. Atty. Gen.* 11 (2016)

78 *Ops. Cal. Atty. Gen.* 327 (1995)

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

WEB SITES

CSBA, Agenda Online: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

MINUTES AND RECORDINGS

The Governing Board recognizes that maintaining accurate minutes of Board meetings helps foster public trust in Board governance and provides a record of Board actions for use by district staff and the public.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)
(cf. 9122 - Secretary)
(cf. 9323.2 - Actions by the Board)

The minutes of Board meetings shall include, but not be limited to:

1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)
(cf. 9320 - Meetings and Notices)

2. A brief summary of the Board's discussion on each agenda topic, rather than a verbatim record of each Board member's specific points of view during the discussion
3. A summary of the public comments made on agendized items and unagendized topics
4. The specific language of each motion and the names of the Board members who made and seconded the motion
5. Preferential votes cast by student Board member(s) (Education Code 35012)

(cf. 9150 - Student Board Members)

6. Any action taken by the Board, and the vote or abstention on that action of each Board member present (Education Code 35145; Government Code 54953)

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education

Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

BB 9324(b)

MINUTES AND RECORDINGS (continued)

(cf. 5125.1 - Release of Directory Information)

The Board agenda shall include a statement of the option and process for students and parents/guardians to request that such information be excluded from the minutes.

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Upon approval by the Board, the minutes shall be signed by the Board President, Clerk and Secretary.

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

The district may tape, film, stream, or broadcast any open Board meeting. At the beginning of the meeting, the Board president shall announce that a recording or broadcasting is being made at the direction of the Board and that the recording or broadcast may capture images and sounds of those attending the meeting. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

Legal Reference: (see next page)

MINUTES AND RECORDINGS (continued)

Legal Reference:

EDUCATION CODE

35012 *Number of members; terms; student board members*

35145 *Public meetings*

35163 *Official actions, minutes and journals*

35164 *Vote requirements*

49061 *Student records; definitions*

49073.2 *Privacy of student and parent/guardian personal information*

GOVERNMENT CODE

54952.2 *Meeting defined*

54953 *Meetings*

54953.5 *Audio or video recording of proceedings*

54953.6 *Broadcasting of proceedings*

54957.2 *Closed sessions; clerk; minute book*

54960 *Violations and remedies*

PENAL CODE

632 *Unlawful to intentionally record a confidential communication without consent*

CODE OF REGULATIONS, TITLE 5

16020-16027 *Classification and retention of records*

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

WEB SITES

CSBA, Agenda Online: <http://www.agendaonline.com>

4. ADMINISTRATIVE: Action items:

**4.2 Comprehensive School Safety Plan
2018-2019**

Tipton Elementary



Comprehensive School Safety Plan

2018-2019

A meeting for public input was held on
12/05/18 & 01/30/19

Plan Revised
11/28/18 & 01/17/19

Plan approved by Tipton Elementary School District's
Governing Board on
02/05/2019

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

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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
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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 34-53
	o Fire Drill Procedures	
	o Earthquake Procedures	
	o Active Shooter	
	o Lockdown/Shelter In Place	
	o Evacuation/School Closure	
	o Bomb Threat Procedures	
	o Power Outage Procedures	
	o Biological & Chemical Release	
14.	Campus Emergency Assignment Worksheet	pages 54-58

Strategies to be implemented before next review:

1. Protocol for off campus evacuations

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
-

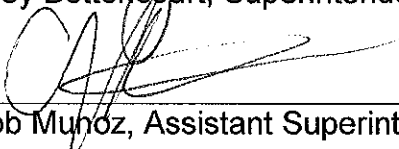
Regular drills (i.e. evacuation, lock down, shelter in, duck & cover) are conducted and records are housed in the maintenance office.

**Tipton Elementary School District
Comprehensive School Safety Plan - Signature Page
2018-2019**

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.



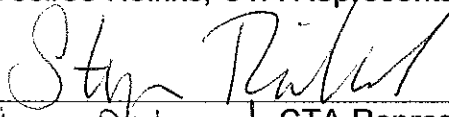
Stacey Bettencourt, Superintendent/Principal 1/30/19
Date



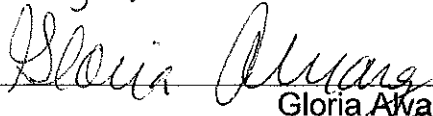
Jacob Munoz, Assistant Superintendent/Projects Director 1/30/19
Date



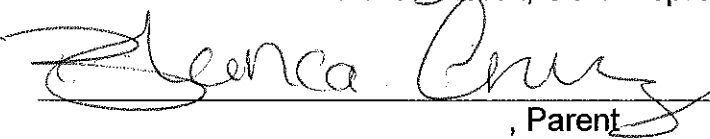
Desiree Heinks, CTA Representative 1/30/19
Date



Stacy Richmond, CTA Representative 1-30-19
Date

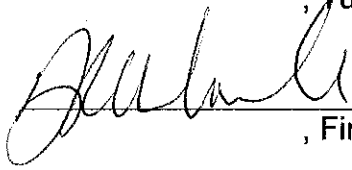


Gloria Alvarez, CSEA representative 1-30-19
Date



, Parent 1-30-19
Date

, Tulare County Sheriffs Department Date

 Jason Moule 1/30/19
Date

, Fire Department

Fausto Martin, Director of Maintenance & Operations Date

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 2017-2018 school year Tipton Elementary School's Chronic Absentee Rate (CAR) was 6.6% for students enrolled in TK-8th grades.

CA Healthy Kids Survey

The 5th and 7th grade students at Tipton Elementary took part in the California Healthy Kids Survey during the 2017-2018 school year. The CHKS survey is done every other year. The survey for 5th grade focused on school engagement and supports, school safety, disciplinary environment and lifetime substance use. The 7th 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 5th grade showed 48 % having school connectedness and 7th grade showed 26%. The students in 5th grade had 52% of students feeling that they had academic motivation and 7th grade students had 39%. Sixty percent (60%) of 5th grade students felt that they had a caring adult relationship and 25% for 7th grade. Sixty percent (60%) of 5th graders felt that they had high expectations and 44% of 7th graders felt the same. Only 9% of students in 5th grade and 8% of 7th 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:

	Tipton Elementary School		
School Year	15-16	16-17	17-18
Suspensions	3.7%	3.6%	1.4%
Expulsions	0.1%	0.1%	0.001%

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 suspension rate remained steady for the 2015-2016 and 2016-2017 school years. It decreased by 2% in the 17-18 SY.

Tipton Elementary School expulsion rate was 0.1% in 15-16 SY and has remained at 0.1% over the next year. The suspension rate has declined in the 17-18 SY.

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: 2017-2018	LEA: Tipton Elementary	User ID: jmunoz@tipton.k12.ca.us
View: Snapshot	School Type: ALL	Created Date: 6/7/2018 4:55:40 AM
	School: ALL	Print Date: 11/28/2018 8:45:45 AM

School Code	School Name	Most Severe Offense	Incident Count
6054431	Tipton Elementary	200-Sale of Controlled Substance	1
		501-Caused Attempted or Threatened Physical Injury	9
		506-Harassment or Intimidation	2
		510-Obscene Acts, Profanity, and Vulgarity	7
		511-Disruption, Defiance	14
		TOTAL	33

Total - Selected schools		Most Severe Offense	Incident Count
		200-Sale of Controlled Substance	1
		501-Caused Attempted or Threatened Physical Injury	9
		506-Harassment or Intimidation	2
		510-Obscene Acts, Profanity, and Vulgarity	7
		511-Disruption, Defiance	14
		TOTAL	33

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 ABUSE REPORT

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

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY					
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE					
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY							
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)									
	ADDRESS			Street	City	Zip	DATE/TIME OF PHONE CALL			
OFFICIAL CONTACTED - TITLE					TELEPHONE ()					
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	TELEPHONE ()			
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	GRADE			
	<input type="checkbox"/> PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME					
	<input type="checkbox"/> IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)					
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK				
D. INVOLVED PARTIES	VICTIM'S SIBLINGS									
	NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY
	1. _____				3. _____					
	2. _____				4. _____					
	VICTIM'S PARENTS/GUARDIANS									
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()		
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
	ADDRESS			Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()		
	SUSPECT									
SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY				
ADDRESS			Street	City	Zip	TELEPHONE ()				
OTHER RELEVANT INFORMATION										
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____									
	DATE / TIME OF INCIDENT					PLACE OF INCIDENT				
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)									

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

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 child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
 - **SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
 - **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
 - **SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.
- ### V. DISTRIBUTION
- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
 - **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

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**

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 you 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 skorts. Capries 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
- 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, 2nd 25 Chromebooks cart, 3rd-8th 1:1 Chromebooks
- 2 computer labs available to all students
- STEM classes for 1st-5th
- Parent Liason
- Special Friends

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 ½ 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 10% of the school time you will receive a SARB letter. Upon receiving a 3rd 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, for damages or losses that occur, the student 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/2 way radios.
4. Maintenance will be responsible for securing shut off valves and cutting mains as needed.
5. Chain of command:

Superintendent/Principal
Assistant Superintendent/Designee
Designee

Stacey Bettencourt
Jacob Munoz
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

Active Shooter 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
 - Coordinate with first responders

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 the emergency, they must wait until the Incident Commander has designated it is the appropriate time to release students. 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.

Tipton Elementary School **Fire Drill Incident Commander Check List**

Leader

_____ Mrs. Lowry

Area

Bus Barn

Leader

_____ Mrs. Kelly

Area

Basketball/Tetherball Courts

_____ Mrs. Avila

_____ Mrs. Hurtado

Leader

_____ Mrs. Gilbert

Area

Parking Lot East Side of Campus

_____ Mrs. Burrell

_____ Mr. Pharis

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 Safety/Maintenance 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 Safety/Maintenance 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/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.

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
- 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.

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

If students are outside, and there is gunfire or an active shooter on campus staff will direct students to run away from the threat to the nearest safe place or building.

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 when students are indoors when the lockdown is initiated, if gunfire, explosions or similar threats are occurring.

Teachers will:

- If outside, direct students to run away from the incident to the nearest safe place or building.
- 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.
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, they must wait until the Incident Commander has designated it is the appropriate time to release students. 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	Signature
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 Safety/Maintenance 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 **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

- 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.

Campus Emergency Assignment Worksheet

This worksheet will help the Incident Commander ensure coverage for critical positions during a school emergency. Ensure each position is assigned at the start of each school year and that all positions are assigned even if you think that it will not be necessary to fill the positions during an actual emergency. To guard against the absence of key personnel when an emergency threatens, it is strongly recommended that back-up personnel also be assigned and that key personnel are cross-trained in critical job requirements. Blank rows are to be used by Incident Commander to add additional positions as needed during an emergency.

Position	Person Assigned	Alternates
Incident Commander	Stacey Bettencourt	1. Jacob Munoz
		2.
Safety Officer	Fausto Martin	1. Raul Bravo
		2.
Public Information Officer	Jacob Munoz	1. Georgina Burrell
		2.
Liaison Officer	Maryann Henry	1. Mike Pharis
		2.
		1.
		2.
Operations Section Chief	Desiree Heinks	1.
		2.
Student Care Group Supervisor	Krystal Yang	1. Christina Rodriguez
		2.
First Aid Group Supervisor	Connie Sanchez	1. Mary Martinez
		2.
Search/Rescue Group Supervisor	Bradley England	1. Jacob Munoz
		2.
Campus Evacuation Group Supervisor	Annette Miller	1.
		2.

Position	Person Assigned	Alternates
Utilities Group Supervisor	Fausto Martin	1.
		2.
Security Group Supervisor	Jessica Hurtado	1.
		2.
Student Accountability Group Supervisor	Gloria Burris	1.
		2.
Student Release Group Supervisor	Stacy Richmond	1. Isabel Diaz
		2.
		1.
		2.
		1.
		2.
		1.
		2.
Planning Section Chief	Debbie Gilbert	1. Jennifer Hatfield
		2.
Resource Status Unit Leader	Tamara Douglass	1. Tamara Lampe
		2.
Situation Status Unit Leader	Bernadette Liua	1. Laura Landeros
		2.
Documentation Unit Leader	Jason Marroquin	1.
		2.
Logistics Section Chief	Tamara Lampe	1. Tiffani Benedetti
		2.
Supply Unit Leader	Diana Avila	1. Gina Manfredi
		2.
Facilities Unit Leader	Leecia Rocha	1. Raul Bravo
		2.
Communications Unit Leader	Tim Starling	1. Danelle Bickers
		2.

Position	Person Assigned	Alternates
Transportation Unit Leader	Fausto Martin	1. Raul Bravo 2.
		1. 2.
		1. 2.
Finance/Admin Section Chief	Maryann Henry	1. Stacey Bettencourt 2.
Timekeeping Unit Leader	Gloria Burris	1. Annette Miller 2.
Purchasing Unit Leader	Jacob Munoz	1. 2.
Comp/Claims Unit Leader	Julie Lowry	1. 2.

Add Team Leaders, Team Members and Alternates on the following pages. Use additional pages as necessary.

Campus Emergency Teams: Maintain Span of Control – Limit Teams to 5 members plus Leader.

Team Identifier	Team Leader	Team Members - (First listed is Alternate)
Group: Search and Rescue TEAM 1	Jacob Munoz	1. Stacy Richmond 2. 3. 4. 5.
Group: Search and Rescue TEAM 2	Rena Kelly	1. Tim Starling 2. 3. 4. 5.

Group: Search and Rescue TEAM 3	Danelle Bickers	1. Jason Marroquin
		2.
		3.
		4.
		5.

Group: Medical Team TEAM 1:	Connie Sanchez	1. Sandra Cunha
		2.
		3.
		4.
		5.

Campus Emergency Teams: Maintain Span of Control – Limit Teams to 5 members plus Leader.

Identifier	Team Leader	Team Members - (First listed is Alternate)
Group: Medical Team TEAM 2:	Mary Martinez	1. Minerva Mendoza
		2.
		3.
		4.
		5.

Group: TEAM:		1.
		2.
		3.
		4.
		5.

Group: TEAM:		1.
		2.
		3.
		4.
		5.

Group: TEAM:		1.
		2.
		3.
		4.
		5.

4. ADMINISTRATIVE: Action items:

- 4.5** Agreement with Farmworker Institute of Education and Leadership Development and Tipton Elementary School for English as a Second language ESL Program

AGREEMENT WITH FARMWORKER INSTITUTE OF EDUCATION & LEADERSHIP
DEVELOPMENT AND TIPTON ELEMENTARY SCHOOL

For

English as a Second Language (ESL) Program

Independent Contractor

(Tipton Elementary School- Farmworker Institute of Education & Leadership Development)

THIS AGREEMENT is made and entered into on January 28rd, 2019, by and between Tipton Elementary School (hereinafter "Tipton Elementary School and the Farmworker Institute of Education and Leadership Development (hereinafter FIELD) whose principle place of business is located at 122 E. Tehachapi Blvd. Suite C, Tehachapi, CA 93561.

WITNESSETH:

WHEREAS:

Tipton Elementary School desires to partner with FIELD to deliver English as a Second Language (ESL) program by reason of FIELD's qualifications and experience based on the terms set forth herein.

NOW, THEREFORE, IT IS AGREED between the parties as follows:

1. TERM

This Agreement shall be deemed effective as of the date first above written and shall remain in effect until January 28, 2020, unless terminated sooner as hereinafter provided.

2. RESPONSIBILITIES OF FIELD

- A. Set-up ESL delivery by outreaching, contacting, enrolling, and assessing up to eighty (80) parents and Tipton community members for ESL classes at Tipton Elementary School;
- B. Deliver ESL instruction between January 28th, 2019 and January 28th, 2020;
- C. Locate ESL classes on campus facilities during and after school
- D. Serve as the "employer of record" for the instructors;
- E. Designate appropriate staff to work closely with Tipton Elementary School Coordinator and/or School supervisors for program communication, issue resolution, and related items as needed;

F. Reporting Responsibilities

Provide the Tipton Elementary School with the roster of students and a copy of the attendance sheets to substantiate enrollment levels.

3. RESPONSIBILITIES OF Tipton Elementary School

Tipton Elementary School shall assume responsibility for providing the following services:

- A. Provide FIELD with classroom facilities, as needed, for ESL classes;
- B. Provide parents, family and other community members FIELD's information about the ESL class opportunity through Tipton Elementary School outreach and information distribution system;
- C. Meet with FIELD's staff as often as needed to monitor services, exchange pertinent information, resolve problems and work together to coordinate service delivery.

4. REPRESENTATIONS

FIELD makes the following representations which are agreed to be material to and which form a part of this Agreement:

- A. FIELD has the experience, support staff and off-site facilities necessary to provide the services described in this Agreement; and,
- B. FIELD shall diligently provide all services in a timely and professional manner in accordance with the terms and conditions state in this Agreement.

5. ASSIGNMENT

FIELD shall not assign or transfer this Agreement or its obligations hereunder, or any part thereof.

6. NEGATION OF PARTNERSHIP

In the performance of the services under this Agreement, FIELD shall be and, is in fact and law, an independent contractor and not an agent or employee of Tipton Elementary School. FIELD has and retains the right to exercise full supervision and control over the manner and methods of providing services to Tipton Elementary School under this Agreement. FIELD retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting FIELD in the provision of services under this Agreement. With respect to FIELD's employees, FIELD shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employment taxes whether federal, State or local, and compliance with any and all other laws regulating employment.

7. INDEMNIFICATION

FIELD agrees to indemnify, defend and hold harmless Tipton Elementary School and Tipton Elementary School agents, Board members, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of Tipton Elementary School Counsel and counsel retained by Tipton Elementary School expert fees, costs of staff time, and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of FIELD or FIELD'S officers, agents, employees, independent contractors, sub-contractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons; damage to any property, regardless of where located, including the property of Tipton Elementary School; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of FIELD by any person or entity;

Tipton Elementary School agrees to indemnify, defend and hold harmless FIELD and FIELD's agents, Board members, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of FIELD's Counsel and counsel retained by FIELD, expert fees, costs of staff time, and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of Tipton Elementary School or Tipton Elementary School officers, agents, employees, independent contractors, sub-contractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons; damage to any property, regardless of where located, including the property of FIELD; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of Tipton Elementary School District by any person or entity;

8. INSURANCE

FIELD shall not perform any work under this Agreement until FIELD has obtained all insurance required under this section and the required certificates of insurance have been filed with and approved by Tipton Elementary School. FIELD shall pay any deductibles and self-insured retentions under all required insurance policies.

A. Workers' Compensation and Employers' Liability Insurance Requirements

FIELD shall submit written proof that FIELD is insured against liability for workers' compensation in accordance with the provisions of Section 3700 of the Labor Code.

In signing this Agreement, FIELD makes the following certification, required by Section 1861 of the Labor Code:

"FIELD is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

FIELD shall also maintain employers' liability insurance with limits of One Million dollars (\$1,000,000) for bodily injury or disease.

B. Liability Insurance Requirements

1. FIELD shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:

Commercial General Liability Insurance, including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of FIELD's performance of work under this Agreement. Said insurance coverage shall have minimum limits for Bodily Injury and Property Damage equal to the policy limits, but not less than One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) aggregate;

2. The Commercial General Liability Insurance required shall include an endorsement naming Tipton Elementary School and Tipton Elementary School Board Members, officials, officers, agents and employees as additional insured for liability arising out of this Agreement and any operations related thereto.

C. Cancellation of Insurance

The above-stated insurance coverage required to be maintained by FIELD shall be maintained until the completion of all of FIELD's obligations under this Agreement, and shall not be reduced, modified, or canceled without thirty (30) days prior written notice to Tipton Elementary School;

D. Failure by FIELD to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by FIELD. Tipton Elementary School, at its sole option, may terminate this Agreement and obtain damages from FIELD resulting from said breach.

9. DISPUTE RESOLUTION

Should a dispute arise between FIELD and Tipton Elementary School relating to performance under this Agreement, FIELD will, prior to exercising any other remedy which may be available, provide Tipton Elementary School with written notice of the particulars of the dispute within fifteen (15) calendar days of the dispute. Tipton Elementary School will meet with FIELD, review the factors in the dispute, and recommend a means of resolving the dispute before a written response is given to FIELD. Tipton Elementary School will provide a written response to FIELD within ten (10) days of receipt of FIELD's written notice.

10. TERMINATION

Either party may terminate this Agreement, with just cause, upon thirty (30) days prior written notice to the other party.

11. NOTICES

Notices to be given by one party to the other under this Agreement shall be given in writing by personal delivery, by certified mail, return receipt requested, or express delivery service at the addresses specified below. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received four (4) days after deposit. A party may change the address to which notice is to be given by giving notice as provided above.

Notice to Tipton Elementary School shall be addressed as follows:

Jacob Muñoz
Vice-Principal/ Co-Superintendent
Tipton Elementary School
370 N Evans Rd, Tipton, CA 93272

Notice to FIELD shall be addressed as follows:

David Villarino

Farmworker Institute of Education & Leadership Development

122 E. Tehachapi Blvd. Suite C Tehachapi, CA 93561

Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by personal service.

12. OWNERSHIP OF DOCUMENTS

All reports, documents and other items generated or gathered in the course of providing services to Tipton Elementary School under this Agreement are and shall remain the sole property of FIELD. All curriculum and program related documents, and items shall be the sole intellectual property of FIELD and shall not be utilized by Tipton Elementary School unless expressed permission and prior approval is received in writing from FIELD by Tipton Elementary School.

13. SOLE AGREEMENT

This document, including all attachments hereto, contains the entire agreement between the parties relating to the services, rights, obligations and covenants contained herein and assumed by the parties respectively. No inducements, representations or promises have been made, other than those recited in this Agreement. No oral promise, modification, change or inducement shall be effective or given any force or effect

14. MODIFICATION OF AGREEMENT

This Agreement may be modified in writing only, signed by the parties in interest at the time of the modification.

15. NON-WAIVER

No covenant or condition of this Agreement can be waived except by the written consent of Tipton Elementary School. Forbearance or indulgence by Tipton Elementary School in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by FIELD

16. CHOICE OF LAW/VENUE

The parties hereto agree that the provisions of this Agreement will be construed pursuant to the

laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

17. **CONFIDENTIALITY**

Any and all statements, charts, records and other materials produced as a result of the performance under this Agreement shall be and remain the sole property of FIELD. During the term of this Agreement, FIELD shall be permitted to inspect any case or record to the extent necessary for performance hereunder, provided such inspection is permitted and conducted in accordance with applicable legal requirements and pursuant to commonly accepted standards of confidentiality. FIELD shall protect the confidentiality of assessment results and educational student records of each participant.

18. **SEVERABILITY**

Should any part, term, portion or provision of this Agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the agreement which the parties intended to enter into in the first instance.

19. **CAPTIONS AND INTERPRETATION**

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement.

No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the parties.

20. **TIME OF ESSENCE**

Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

21. **NONDISCRIMINATION**

Neither FIELD, nor any officer, agent, employee, servant or subcontractor of FIELD, shall

discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangement.

22. SIGNATURE OF AUTHORITY

Each party represents that they have full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each party has been properly authorized and empowered to enter into this Agreement.

IN WITNESS TO WHICH, each party to this Agreement has signed this Agreement upon the date indicated, and agrees, for itself, its employees, officers, partners and successors, to be fully bound by all terms and conditions of this Agreement.

Tipton Elementary School

Dated: _____

By: _____

Jacob Muñoz, Vice-Principal/ Co-Superintendent

**FARMWORKERS INSTITUTE OF EDUCATION & LEADERSHIP DEVELOPMENT
(FIELD)**

Dated: _____

By: _____

Brian Cargile, Chief Business Officer

4. ADMINISTRATIVE: Action items:

4.6 School Calendar for 2019-2020

Tipton Elementary School District Calendar 2019-2020 Proposal #2

	M	T	W	T	F	Instr Days	Non Instr. Days	Significant Dates	Explanation
Aug. 2019					1	2		July 29-Aug 1 2-Aug-05 Aug. 6 Aug. 7, 14 & 28 Aug. 15 Aug. 21	1 Floating Day class prep 2 Pre-service days First Day of School 1:30 Dismissal Day Strategic Planning- Min. Day - 1:30 dismissal Back to School Night - 2:00 Dismissal Staff Development - 1:30 dismissal
Sept. 2019	2	3	4	5	6			Sept. 2 Sept. 11 Sept. 4 & 18 Sept. 25 Sept. 26	Labor Day Fair Day Strategic Planning- Min. Day - 1:30 dismissal Staff Development - 1:30 dismissal Picture Day
Oct. 2019		1	2	3	4			Oct. 14 Oct. 11 Oct. 21 Oct. 22 Oct. 2, 9, 16, 23 & 30	Staff Development- No School End of 1st quarter (47 days) Parent/Teacher Conf. - No School Parent/Teacher Conf. (make-up) - 2:00 dismissal Strategic Planning- Min. Day - 1:30 dismissal
Nov. 2019					1			Nov. 6 Nov. 11 Nov. 22 Nov. 25-29 Nov. 13 & 20	Staff Development - 1:30 dismissal Veteran's Day 2:00 Dismissal Thanksgiving Holiday Strategic Planning- Min. Day - 1:30 dismissal
Dec. 2019	2	3	4	5	6			Dec. 20 Dec. 20 Dec. 23-Jan 10 Dec. 4, 11 & 18	End of 2nd Quarter (42 days) 2:00 dismissal Winter Vacation Strategic Planning - Min. Day - 1:30 dismissal
Jan. 2020			1	2	3			Jan. 20 Jan. 15, 22 & 29	Martin Luther King, Jr. Day Strategic Planning- Min. Day - 1:30 dismissal
Feb. 2020	3	4	5	6	7			Feb. 5 Feb. 10 Feb. 17 Feb. 25 & 27 Feb. 12, 19, 26	Staff Development - 1:30 dismissal No School President's Day Parent/Teacher Conferences 6-8th - 2:00 dismissal Strategic Planning- Min. Day - 1:30 dismissal
March 2020	2	3	4	5	6			March. 11 March. 13 March. 4, 18 & 25 March 24 & 26	Staff Development - 1:30 Dismissal End 3rd quarter (42 days) Strategic Planning- Min. Day - 1:30 dismissal Parent/Teacher Conferences -K-5 2:00 dismissal
April 2020			1	2	3			April. 1, 22 & 29 April. 3 April 6-17 April 13-17	Strategic Planning - Min. Day - 1:30 dismissal 2:00 dismissal Spring Vacation Possible Fog Make-up Day
May 2020					1			May. 13 May. 25 May 6, 20, & 27 May. 21	Staff Development - 1:30 Dismissal Memorial Day Strategic Planning- Min. Day - 1:30 dismissal Open House - 2:00 Dismissal
June 2020	1	2	3	4	5			Jun. 3 Jun. 5	Strategic Planning- Min. Day - 1:30 dismissal End of 4th Quarter (49 Days) Last Day 1:30 Dismissal-7:00 Graduation
Total Teacher Contract Day 180 5 NO SCHOOL-Vacation/Federal, Local Holiday or Parent/Teacher Conferences or Full Day Staff Devel Staff Development Days (1:30-3:30) Fall & Spring Parent/Teacher Conferences - 2:00 dismissal Strategic Planning-Min. Day 1:30 dismissal									

5. FINANCE: Action items:

5.1 Vendor Payments

APY List

January 1, 2019 through January 28, 2019

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
12788	ARAMARK UNIFORM SERVICES INC	PV 190702	01/05/19	601975951	010-00000-0-00000-81000-55000-0	\$62.45
12788	ARAMARK UNIFORM SERVICES INC	PV 190703	01/05/19	601990424	010-00000-0-00000-81000-55000-0	\$255.81
12788	ARAMARK UNIFORM SERVICES INC	PV 190704	01/05/19	601968802	010-00000-0-00000-81000-55000-0	\$257.61
12788	ARAMARK UNIFORM SERVICES INC	PV 190705	01/05/19	601975952	010-00000-0-00000-81000-55000-0	\$255.81
12788	ARAMARK UNIFORM SERVICES INC	PV 190706	01/05/19	601918243	010-00000-0-00000-81000-55000-0	\$260.31
12788	ARAMARK UNIFORM SERVICES INC	PV 190707	01/05/19	601911018	010-00000-0-00000-81000-55000-0	\$228.06
14101	B&B PEST CONTROL SERVICE	PV 190718	01/05/19	01-TIP-11-18	010-00000-0-00000-81000-58000-0	\$210.00
13619	CDW GOVERNMENT, INC.	PV 190719	01/05/19	QGJ6665	010-07200-0-11100-10000-43000-0	\$145.09
13619	CDW GOVERNMENT, INC.	PV 190720	01/05/19	QGH8622	010-07200-0-11100-10000-43000-0	\$154.50
12602	COLSON AUTO PARTS	PV 190708	01/05/19	930869	010-07230-0-00000-36000-43000-0	\$15.06
12602	COLSON AUTO PARTS	PV 190709	01/05/19	932227	010-07230-0-00000-36000-43000-0	\$130.79
12602	COLSON AUTO PARTS	PV 190710	01/05/19	932498	010-07230-0-00000-36000-43000-0	\$62.15
12602	COLSON AUTO PARTS	PV 190711	01/05/19	932776	010-07230-0-00000-36000-43000-0	\$59.20
12602	COLSON AUTO PARTS	PV 190712	01/05/19	932781	010-07230-0-00000-36000-43000-0	\$12.43
12602	COLSON AUTO PARTS	PV 190713	01/05/19	933297	010-07230-0-00000-36000-43000-0	\$18.21
12602	COLSON AUTO PARTS	PV 190714	01/05/19	934094	010-07230-0-00000-36000-43000-0	\$354.51
12602	COLSON AUTO PARTS	PV 190715	01/05/19	934100	010-07230-0-00000-36000-43000-0	\$37.02
12602	COLSON AUTO PARTS	PV 190716	01/05/19	934198	010-07230-0-00000-36000-43000-0	\$35.49
12602	COLSON AUTO PARTS	PV 190717	01/05/19	934170	010-07230-0-00000-36000-43000-0	\$3.19
13796	E.M. THARP, INC.	PV 190721	01/05/19	P866455	010-07230-0-00000-36000-43000-0	\$277.70
13831	F & M BANK VISA	PV 190758	01/10/19	JM 4330811040008230	010-00000-0-00000-71000-58000-0	\$88.69
13831	F & M BANK VISA	PV 190759	01/10/19	SB 4330811040007885	010-00000-0-00000-71000-58000-0	\$82.88
13831	F & M BANK VISA	PV 190759	01/10/19	SB 4330811040007885	010-00000-0-00000-72000-59000-0	\$13.65
13831	F & M BANK VISA	PV 190759	01/10/19	SB 4330811040007885	010-90336-0-11100-10000-43000-0	\$90.84
13590	Flipside Products Inc	PV 190722	01/05/19	S160061	010-07200-0-11100-10000-43000-0	\$162.60
14189	Hector Cardenas	PV 190755	01/06/19	DLCLASS B	010-07230-0-00000-36000-58000-0	\$45.00
11950	LAWRENCE TRACTOR CO, INC	PV 190727	01/05/19	308388 FIN CHG	010-81500-0-00000-81000-43000-0	\$20.20
13882	MOBILE MODULAR MGT. CORP.	PV 190729	01/05/19	1830139	010-00000-0-00000-81000-56000-0	\$560.00
13882	MOBILE MODULAR MGT. CORP.	PV 190730	01/05/19	1830153	010-00000-0-00000-81000-56000-0	\$560.00
13882	MOBILE MODULAR MGT. CORP.	PV 190731	01/05/19	1830140	010-00000-0-00000-81000-56000-0	\$560.00
14347	MOSYLE CORPORATION	PV 190728	01/05/19	184158	010-07200-0-11100-10000-58000-0	\$385.00
12836	OFFICE DEPOT, INC.	PV 190754	01/06/19	243612086001	010-00000-0-00000-72000-43000-0	\$156.38
12836	OFFICE DEPOT, INC.	PV 190751	01/06/19	246396472001	010-07200-0-11100-10000-43000-0	\$12.92

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
12836	OFFICE DEPOT, INC.	PV 190752	01/06/19	243613696001	010-07200-0-11100-10000-43000-0	\$18.19
12836	OFFICE DEPOT, INC.	PV 190753	01/06/19	243612086001	010-07200-0-11100-10000-43000-0	\$16.01
12836	OFFICE DEPOT, INC.	CM 190008	01/06/19	228916745001	010-11000-0-11100-10000-43000-0	(\$29.29)
12836	OFFICE DEPOT, INC.	CM 190009	01/06/19	228918597001	010-11000-0-11100-10000-43000-0	(\$22.27)
12836	OFFICE DEPOT, INC.	PV 190743	01/06/19	242550722001	010-11000-0-11100-10000-43000-0	\$41.11
12836	OFFICE DEPOT, INC.	PV 190744	01/06/19	242550972001	010-11000-0-11100-10000-43000-0	\$35.73
12836	OFFICE DEPOT, INC.	PV 190745	01/06/19	246396473001	010-11000-0-11100-10000-43000-0	\$10.76
12836	OFFICE DEPOT, INC.	PV 190746	01/06/19	246396052001	010-11000-0-11100-10000-43000-0	\$44.17
12836	OFFICE DEPOT, INC.	PV 190747	01/06/19	246934688001	010-11000-0-11100-10000-43000-0	\$162.23
12836	OFFICE DEPOT, INC.	PV 190748	01/06/19	245857316001	010-11000-0-11100-10000-43000-0	\$44.17
12836	OFFICE DEPOT, INC.	PV 190749	01/06/19	245416391001	010-11000-0-11100-10000-43000-0	\$8.61
12836	OFFICE DEPOT, INC.	PV 190750	01/06/19	245412225001	010-11000-0-11100-10000-43000-0	\$58.49
12836	OFFICE DEPOT, INC.	PV 190741	01/06/19	246049214001	010-60100-0-11100-10000-43000-0	\$47.10
12836	OFFICE DEPOT, INC.	PV 190742	01/06/19	239894550001	010-60100-0-11100-10000-43000-0	\$45.28
5383	SOUTHERN CALIF EDISON CO	PV 190733	01/06/19	2017842667NV17-12/19	010-99900-0-00000-81000-55000-0	\$139.75
5383	SOUTHERN CALIF EDISON CO	PV 190734	01/06/19	2017842345NV19-12/22	010-99900-0-00000-81000-55000-0	\$3,977.32
5388	THE GAS COMPANY	PV 190732	01/06/19	1084169100NV14-12/17	010-00000-0-00000-81000-55000-0	\$1,976.77
12264	TIPTON AUTO PARTS	PV 190735	01/06/19	02498	010-81500-0-00000-81000-43000-0	\$41.99
12264	TIPTON AUTO PARTS	PV 190736	01/06/19	03122	010-81500-0-00000-81000-43000-0	\$6.44
5760	TIPTON COMMUNITY SERVICES DIST	PV 190740	01/06/19	10040002NV27-12/26	010-00000-0-00000-81000-55000-0	\$668.89
14075	TROY'S GLASS	PV 190739	01/06/19	1400	010-81500-0-00000-81000-58000-0	\$307.04
12324	TULE TRASH COMPANY	PV 190737	01/06/19	91102850	010-00000-0-00000-81000-55000-0	\$1,075.50

010-General Fund Total Expenditures:

\$14,247.54

14246	FRESNO PRODUCE INC	CM 190007	01/05/19	34059	130-53100-0-00000-37000-47000-0	(\$261.00)
14246	FRESNO PRODUCE INC	PV 190723	01/05/19	909095	130-53100-0-00000-37000-47000-0	\$132.20
14246	FRESNO PRODUCE INC	PV 190724	01/05/19	910293	130-53100-0-00000-37000-47000-0	\$140.35
14246	FRESNO PRODUCE INC	PV 190725	01/05/19	908706	130-53100-0-00000-37000-47000-0	\$609.78
12921	GOLD STAR FOODS INC.	PV 190726	01/05/19	2620967	130-53100-0-00000-37000-47000-0	\$70.00
12324	TULE TRASH COMPANY	PV 190738	01/06/19	91102849	130-53100-0-00000-81000-55000-0	\$655.67

130-Cafeteria Fund Total Expenditures:

\$1,347.00

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
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14266	ORAL E. MICHAM INC	PV 190756	01/10/19	Payment Request#20	251-99620-0-00000-85000-62000-0	\$4,153.97
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250- Developer Fee Fund Total Expenditures						\$4,153.97
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14266	ORAL E. MICHAM INC	PV 190756	01/10/19	Payment Request#20	350-77110-0-00000-85000-62000-0	\$4,153.97
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350-County School Facility Fund - New Construction						\$4,153.97
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\$23,902.48

5. FINANCE: Action items:

5.2 Budget Revisions

Budget Revision Report

Bdg Revision Final

Control Number: 12946594

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund: 0100	General Fund			
Expenditures				
	010-07200-0-11100-10000-43000-0	\$35,000.00	\$2,000.00	\$37,000.00
	010-07200-0-11100-10000-44000-0	\$20,000.00	(\$2,000.00)	\$18,000.00
	010-56400-0-11100-10000-43000-0	\$500.00	(\$110.00)	\$390.00
	010-63870-0-11100-10000-43000-0	\$15,000.00	(\$1,000.00)	\$14,000.00
Books and Supplies		\$70,500.00	(\$1,110.00)	\$69,390.00
	010-30100-0-11100-10000-52000-0	\$5,000.00	(\$2,897.00)	\$2,103.00
	010-30100-0-11100-21300-52000-0	\$1,000.00	(\$1,000.00)	\$0.00
	010-30100-0-11100-21300-58000-0	\$0.00	\$3,897.00	\$3,897.00
	010-40350-0-11100-10000-52000-0	\$1,500.00	\$1,000.00	\$2,500.00
	010-40350-0-11100-21300-58000-0	\$2,317.00	(\$1,000.00)	\$1,317.00
	010-56400-0-11100-10000-52000-0	\$0.00	\$110.00	\$110.00
	010-63870-0-11100-10000-58000-0	\$0.00	\$1,000.00	\$1,000.00
Services, Other Operating Expenses		\$9,817.00	\$1,110.00	\$10,927.00
Total Expenditures		\$80,317.00	\$0.00	\$80,317.00
Budgeted Unappropriated Fund Balance before this adjustment:			\$2,312,926.71	
Total Adjustment to Unappropriated Fund Balance:			\$0.00	
Budgeted Unappropriated Fund Balance after this adjustment:			\$2,312,926.71	

Budget Revision Report

Bdg Revision Final

Control Number: 12946594

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund: 2510	Developer Fees Fund			
Expenditures				
	251-99620-0-00000-85000-62000-0	\$0.00	\$4,153.97	\$4,153.97
Capital Outlay		\$0.00	\$4,153.97	\$4,153.97
Total Expenditures		\$0.00	\$4,153.97	\$4,153.97
Budgeted Unappropriated Fund Balance before this adjustment:			\$4,529.68	
Total Adjustment to Unappropriated Fund Balance:			(\$4,153.97)	
Budgeted Unappropriated Fund Balance after this adjustment:			\$375.71	

Budget Revision Report

Bdg Revision Final

Control Number: 12946594

Account Classification		Approved / Revised	Change Amount	Proposed Budget
Fund: 3500	County School Facilities Fund - New Construction			
Expenditures				
	350-77120-0-00000-85000-61700-0	\$0.00	\$10,000.00	\$10,000.00
Capital Outlay		\$0.00	\$10,000.00	\$10,000.00
Total Expenditures		\$0.00	\$10,000.00	\$10,000.00
Other Financing Sources/Uses				
	350-77100-0-00000-00000-89190-0	\$650,000.00	(\$300,000.00)	\$350,000.00
Transfers In		\$650,000.00	(\$300,000.00)	\$350,000.00
Budgeted Unappropriated Fund Balance before this adjustment:			\$651,094.16	
Total Adjustment to Unappropriated Fund Balance:			(\$310,000.00)	
Budgeted Unappropriated Fund Balance after this adjustment:			\$341,094.16	

Budget Revision Report

Bdg Revision Final

Control Number: 12946594

Account Classification

Approved / Revised

Change Amount

Proposed Budget

At a meeting of the school board on _____, the
board approved the above budget account lines change to those
amounts indicated in the proposed budget column.

Authorized by: _____

(County Office Use Only)

Updated at County Office on ___/___/___ by _____

7. ANY OTHER BUSINESS –

**7.1 Building Fund (Measure C) Financial and
Performance Audits for the Year Ended June 30, 2018**

**TIPTON ELEMENTARY SCHOOL DISTRICT
BUILDING FUND (MEASURE C)
FINANCIAL AND PERFORMANCE AUDITS
FOR THE YEAR ENDED JUNE 30, 2018**

**M. GREEN AND COMPANY LLP
Certified Public Accountants
Visalia, CA 93277**

**TIPTON ELEMENTARY SCHOOL DISTRICT
FINANCIAL AND PERFORMANCE AUDITS
BUILDING FUND (MEASURE C)**

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M. Green and Company LLP

Tulare
Visalia
Lindsay
Hanford

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Independent Auditors' Report

Board of Trustees and Citizen's Oversight Committee
Tipton Elementary School District
370 N. Evans Road
Tipton, CA 93272

Report on the Financial Statements

We have audited the accompanying financial statements of Tipton Elementary School District (the District) Building Fund (Measure C) (the Fund), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Fund's basic financial statements as listed in the table of contents. We have also conducted a performance audit for the year ended June 30, 2018.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Fund, as of June 30, 2018, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the financial activity of the Fund, and do not purport to, and do not, present fairly the financial position of the District, as of June 30, 2018, or the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Our audit was conducted for the purpose of forming opinions of the Tipton Elementary School District's Building Fund (Measure C) financial statements. The Schedule of Long-Term Obligations is presented for purposes of additional analysis and is not a required part of the financial statements.

The Schedule of Long-Term Obligations is the responsibility of management and was derived from and relates directly to the underlying accounting and the other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Long-Term Obligations is fairly stated, in all material respects, in relation to the Building Fund (Measure C) financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 15, 2019, on our consideration of the Fund's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Fund's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Fund's internal control over financial reporting and compliance.

M. DeLeonard Company, LLP

Visalia, California
January 15, 2019

FINANCIAL SECTION

TIPTON ELEMENTARY SCHOOL DISTRICT

BUILDING FUND (MEASURE C)
BALANCE SHEET
JUNE 30, 2018

ASSETS:

Cash in County Treasury \$ 400,461

LIABILITIES:

Accounts Payable \$ 160,995

FUND BALANCE:

Restricted 239,466

TOTAL LIABILITIES AND FUND BALANCE \$ 400,461

See independent auditors' report and notes to the financial statements.

TIPTON ELEMENTARY SCHOOL DISTRICT
BUILDING FUND (MEASURE C)
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2018

REVENUES AND OTHER SOURCES:	
Interest	\$ 7,975
Other Local Revenues	4,199
Net Decrease in the Fair Value of Investments	<u>(4,854)</u>
Total Revenues and Other Sources	\$ 7,320
EXPENDITURES:	
Facilities Acquisition and Construction	1,184,342
Debt Service	<u>114,141</u>
Total Expenditures	<u>1,298,483</u>
Expenditures in Excess of Revenues	<u>(1,291,163)</u>
OTHER FINANCING SOURCES:	
Proceeds From Capital Lease	<u>1,178,800</u>
Total Other Financing Sources	<u>1,178,800</u>
Net Change in Fund Balance	(112,363)
Fund Balance, July 1	<u>351,829</u>
Fund Balance, June 30	<u><u>\$ 239,466</u></u>

See independent auditors' report and notes to the financial statements.

TIPTON ELEMENTARY SCHOOL DISTRICT

BUILDING FUND (MEASURE C) NOTES TO FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2018

NOTE 1 - Summary of Significant Accounting Policies

The accounting policies of the Building Fund (Measure C) of Tipton Elementary School District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants. The Fund accounts for financial transactions in accordance with the policies and procedures of the California School Accounting Manual.

Financial Reporting Entity

The financial statements include the financial activity of the Building Fund (Measure C) only. The Fund was established to account for the expenditures of proceeds from general obligation bonds issued under the Measure C. These financial statements are not intended to present the financial position and results of operations of Tipton Elementary School District as a whole, in conformity with accounting principles generally accepted in the United States of America.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures, or expenses, are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied. The financial statements of the Fund are accounted for using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Using this measurement focus, only current assets and current liabilities are included in the balance sheet. Long-term debt is not included as a liability of the Fund, but is disclosed separately in the notes to the financial statements. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred.

Encumbrances

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated as of June 30, 2018.

Budgets and Budgetary Accounting

An annual budget is adopted on a basis consistent with generally accepted accounting principles for the Fund. By State law, the District's governing board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements.

The budget is revised by the District's governing board and District superintendent during the year to give consideration to unanticipated income and expenditures.

Formal budgetary integration was used as a management control device during the year. The District employs budget control by minor object and function and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object code. All appropriations lapse at year end.

TIPTON ELEMENTARY SCHOOL DISTRICT

**BUILDING FUND (MEASURE C)
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2018**

NOTE 1 - Summary of Significant Accounting Policies (continued)

Fund Balance

The entire fund balance is classified as restricted. This represents amounts that are constrained by external parties, constitutional provisions or enabling legislation.

Property Tax

Secured property taxes attach as an enforceable lien on property as of January 1. The County of Tulare collects supplemental taxes for repayment of bond proceeds from all taxable property within the District. Taxes are payable in two installments on November 1 and February 1, and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County of Tulare bills and collects the taxes for the District. The tax revenues collected for repayment of the bonds are accumulated in the Bond Interest and Redemption Fund of Tipton Elementary School District, which has not been included in these financial statements.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2 - Cash in County Treasury

Cash in County Treasury

The District maintains substantially all of its cash in the Tulare County Treasury as part of the common investment pool. The District's cash in County Treasury was not subject to credit risk categorization and is carried at the cost which approximates fair value. All pooled funds are regulated by California Government Code.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Investment Pool.

NOTE 3 - Bond Expenditures

The District incurred the final bond expenditure on October 13, 2017. All bond proceeds have been spent as of this date. All other activity included in these financial statements were a result of the issuance of a capital lease executed on February 1, 2018 for the acquisition, construction and installation of capital improvements to District property.

SUPPLEMENTARY INFORMATION

TIPTON ELEMENTARY SCHOOL DISTRICT

**BUILDING FUND (MEASURE C)
SCHEDULE OF LONG-TERM OBLIGATIONS
JUNE 30, 2018**

On November 4, 2014, the electors of the District voted on a bond issue in the amount of \$3,297,500, which was passed by more than the requisite 55% of the electors voting. In August 2015, the District issued General Obligation Bonds, Election 2014, Series A current interest bonds in the amount of \$2,225,000 and General Obligation Bonds, Election 2014, Series A capital appreciation bonds in the amount of \$1,072,500, totaling \$3,297,500. The bonds were issued pursuant to certain provisions of the Education Code of the State, and a resolution by the Board of Trustees of the District on August 11, 2015. The bonds were issued as current interest bonds and capital appreciation bonds and mature serially on each August 1. The current interest bonds rate of interest ranges from 4% to 5%. Interest is due semi-annually on February 1 and August 1 each year commencing February 1, 2016. The final maturity date is August 1, 2049. Each bond shall accrete in value daily over the term to its maturity compounded semi-annually on each February 1 and August 1, commencing February 1, 2016 and will be payable on maturity. The final maturity date is August 1, 2040. There are a number of limitations and restrictions contained in the general obligation bond indenture. Management has indicated that the District is in compliance with all significant limitations and restrictions.

The outstanding General Obligation Bond debt as of June 30, 2018, is as follows:

Issue Date	Maturity Date	Interest Rate %	Original Issue	Bonds			Bonds Outstanding June 30, 2018
				Outstanding July 1, 2017	Accreted/ Issued	Redeemed	
2014	08/1/2049	4.00-5.00%	\$ 2,225,000	\$ 2,225,000	\$ -	\$ -	\$ 2,225,000
2014	08/1/2040	4.86-4.97%	1,072,500	1,138,329	49,737	-	1,188,066
2014	Bond Premium		134,699	128,756	-	3,962	124,794
Totals			\$ 3,432,199	\$ 3,492,085	\$ 49,737	\$ 3,962	\$ 3,537,860

The annual requirements to amortize General Obligation Bonds payable outstanding as of June 30, 2018, are as follows:

Current Interest, 2014 Bonds, Series A

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Bond Premium</u>
2019	\$ -	\$ 100,650	\$ 100,650	\$ 3,962
2020	-	100,650	100,650	3,962
2021	-	100,650	100,650	3,962
2022	-	100,650	100,650	3,962
2023	-	100,650	100,650	3,962
2024-2028	-	503,250	503,250	19,809
2029-2033	-	503,250	503,250	19,809
2034-2038	-	503,250	503,250	19,809
2039-2043	430,000	482,000	912,000	19,809
2044-2048	1,285,000	246,325	1,531,325	19,809
2049-2050	510,000	19,000	529,000	5,939
Totals	\$ 2,225,000	\$ 2,760,325	\$ 4,985,325	\$ 124,794

TIPTON ELEMENTARY SCHOOL DISTRICT

**BUILDING FUND (MEASURE C)
SCHEDULE OF LONG-TERM OBLIGATIONS
JUNE 30, 2018**

Capital Appreciation, 2014 Bonds, Series A

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ -	\$ -	\$ -
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	52,802	7,198	60,000
2024-2028	290,084	89,916	380,000
2029-2033	318,956	236,044	555,000
2034-2038	326,823	428,177	755,000
2039-2041	199,401	370,599	570,000
Totals	<u>\$ 1,188,066</u>	<u>\$ 1,131,934</u>	<u>\$ 2,320,000</u>

Capital Appreciation Bonds are accretive. Bond interest accumulates in the initial years and will be repaid in later years.

Total All Bonds

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Bond Premium</u>
2019	\$ -	\$ 100,650	\$ 100,650	\$ 3,962
2020	-	100,650	100,650	3,962
2021	-	100,650	100,650	3,962
2022	-	100,650	100,650	3,962
2023	52,802	107,848	160,650	3,962
2024-2028	290,084	593,166	883,250	19,809
2029-2033	318,956	739,294	1,058,250	19,809
2034-2038	326,823	931,427	1,258,250	19,809
2039-2043	629,401	852,599	1,482,000	19,809
2044-2048	1,285,000	246,325	1,531,325	19,809
2049-2050	510,000	19,000	529,000	5,939
Totals	<u>\$ 3,413,066</u>	<u>\$ 3,892,259</u>	<u>\$ 7,305,325</u>	<u>\$ 124,794</u>

Repayment of the bonds is funded by a separate property tax override levied on property residing within the District boundaries. Property tax revenues will be collected and disbursed out of a separate Bond Interest and Redemption Fund under the control of the Tulare County Controller's Office. This Fund is not included as part of these financial statements. General school district revenues will not be required to fund the debt service on the bonds.

OTHER INDEPENDENT AUDITORS' REPORTS



M. Green and Company LLP

Tulare
Visalia
Lindsay
Hanford

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Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Independent Auditors' Report

Board of Trustees and Citizen's Oversight Committee
Tipton Elementary School District
370 N. Evans Road
Tipton, CA 93272

We have audited, in accordance with the auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Tipton Elementary School District (the District) Building Fund (Measure C) (the Fund) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Fund's basic financial statements and have issued our report thereon dated January 15, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Fund's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control. Accordingly, we do not express an opinion on the effectiveness of the Fund's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Fund's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Fund's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Fund's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

M. McNeal Company, LLP

Visalia, California
January 15, 2019



M. Green and Company LLP

Tulare
Visalia
Lindsay
Hanford

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Independent Auditors' Report on Performance

Board of Trustees and Citizen's Oversight Committee
Tipton Elementary School District
370 N. Evans Road
Tipton, CA 93272

We have audited the accompanying financial statements of Tipton Elementary School District (the District) Building Fund (Measure C) (The Fund) as of and for the year ended June 30, 2018, and have issued our report thereon dated January 15, 2019. Our audit was made in accordance with auditing standards generally accepted in the United States of America and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

Auditors' Responsibility

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives. Our audit does not provide a legal determination of the District's compliance with those requirements.

Objectives, Scope and Methodology of the Audit

In connection with our audit, we also performed an audit for compliance as required in the performance requirements for the Building Fund (Measure C) for the year ended June 30, 2018. The objective of the examination of compliance applicable to the District is to determine with reasonable assurance that the proceeds of the sale of the Measure C Bond were used only for the purposes approved by the voters and only on specific projects developed by the District Board of Trustees, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution and Sections 15264 and 15272 - 15286 of the California Education Code. Compliance with the requirements of Proposition 39 and the bond issue is the responsibility of the District's management. Our responsibility is to express an opinion on the District's compliance based on our audit.

Solely to assist us in planning and performing our performance audit, we made a study and evaluation of the internal controls of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution and Sections 15264 and 15272 - 15286 of the California Education Code. Accordingly, we do not express any assurance on the internal controls.

The scope of our performance audit included a listing of all Measure C General Obligation Bond project expenditures for the year ended June 30, 2018. One transaction was identified, representing \$351,829 in expenditures from July 1, 2017 through June 30, 2018.

The methodology of our performance audit included the following procedures for the Building Fund (Measure C) for the year ended June 30, 2018:

- We verified that the expenditures of the fund were accounted for separately in the accounting records to allow for proper accountability.
- We tested one transaction totaling \$351,829 (100%) of the total capital project expenditures and verified that the specific nature of the expenditures complied with the purpose that was specified to the registered voters of the District through election material, or as included in the project priority list that was distributed to the voters.

Our audit of compliance was made for the purposes set forth in the second and third paragraphs of this report and would not necessarily disclose all instances of noncompliance.

Opinion

In our opinion, the District complied, in all material respects, with the compliance requirements for the Building Fund (Measure C) as listed and tested above.

Purpose of this Report

This report is intended solely for the information and use of the Citizen's Oversight Committee for the Building Fund (Measure C) 2014 Bonds, the District's Governing Board, Management and the taxpayers of Tipton Elementary School District and is not intended to be, and should not be used by anyone other than these specified parties.

M. Greenwood Company, LLP

Visalia, California
January 15, 2019

FINDINGS AND RECOMMENDATIONS SECTION

TIPTON ELEMENTARY SCHOOL DISTRICT
BUILDING FUND (MEASURE C)
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2018

There were no findings reported for the year ended June 30, 2018.

TIPTON ELEMENTARY SCHOOL DISTRICT

**BUILDING FUND (MEASURE C)
SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2018**

There were no findings reported for the year ended June 30, 2017.