

Tipton Elementary School District

AGENDA

REGULAR BOARD MEETING

Tuesday, August 4, 2020
7:00 p.m. District Cafeteria

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

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

2. **Public Input:**

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

- 2.1 Community Relations/Citizen Comments
- 2.2 Reports by Employee Units CTA/CSEA

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

- 3.1 Minutes of Special Board Meeting – July 16, 2020
- 3.2 Minutes of Special Board Meeting – July 23, 2020

4. **ADMINISTRATIVE: Action items:**

- 4.1 Approve Rescheduling of September 1, 2020 Regular Board Meeting
- 4.2 Set date for Public Hearing Regarding Sufficiency of Instructional Material for the 2020-2021 School Year
- 4.3 Acknowledgement/Acceptance of the California School Employees Association's Initial Proposal to the District Regarding Classified Collective Bargaining Agreement Negotiations, for the 2020-2021 School Year
- 4.4 Adoption of Districts Initial Proposal to California School Employees Association Regarding Classified Collective Bargaining Agreement Negotiations, for the 2020-2021 School Year
- 4.5 Injury and Illness Prevention Plan 2020-2025
- 4.6 Updated Student Handbook with School Procedures and Rules During Blended Learning/Distance Learning
- 4.7 Agreement with Infinity Communications and Consulting for Project #0292-21C

5. **FINANCE: Action items:**

- 5.1 Vendor Payments

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

6.1 MOT--FOOD SERVICE—PROJECTS.

- 7. 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.

7.1 Education Code section 35146

Student transfers, inter District request, etc

7.2 Government Code Section 54957.6

Conference with labor negotiators

Agency designated representatives: Superintendent

Employee Organization: CSEA

- 8. Reconvene to open session**

- 9. Report out from Closed Session**

- 10. 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 July 29, 2020

3. CONSENT CALENDAR: Action items:

3.1 Minutes of Special Board Meeting – July 16, 2020

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

Thursday, July 16, 2020
6:00 p.m. District Cafeteria

1. Call to order- Flag Salute

Board President, Greg Rice, called the meeting to order at 6:00 pm and led the flag salute. Board Members present: Shelley Heeger, Iva Sousa, Fernando Cunha, John Cardoza and Greg Rice. Guests: Yesenia Mendoza, Cherie Solian, Desiree Heinks and Fausto Martin.

2. Public Input:

2.1 Community Relations/Citizen Comments

No Comments

2.2 Reports by Employee Units CTA/CSEA

No Comments

3. CONSENT CALENDAR: Action items:

3.1 Minutes of Regular Board Meeting - June 9, 2020

Motion to approve the Consent Calendar was made by Fernando Cunha and second by Iva Sousa.

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

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

No – 0

Abstain – 0

Absent – 0

4. ADMINISTRATIVE: Action items:

4.1 Quarterly Board Policy Updates May 2020

Motion to approve Quarterly Board Policy Updates May 2020 was made by John Cardoza and second by Shelley Heeger.

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

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

No – 0

Abstain – 0

Absent – 0

4.2 Tulare County Superintendent of Schools and Tipton Elementary School Lease Agreement

Motion to approve Tulare County Superintendent of Schools and Tipton Elementary School Lease Agreement was made by John Cardoza and second by Fernando Cunha.

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

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

No – 0
Abstain – 0
Absent – 0

4.3 Interdistrict Attendance Agreement between Tulare County School Districts

Motion to approve Interdistrict Attendance Agreement between Tulare County School Districts was made by Iva Sousa and second by John Cardoza.

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

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

No – 0

Abstain – 0

Absent – 0

4.4 Department of Technology Non-State Entity Service Policy and Agreement (NESPA)

Motion to approve Department of Technology Non-State Entity Service Policy and Agreement (NESPA) was made by Shelley Heeger and second by Fernando Cunha.

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

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

No – 0

Abstain – 0

Absent – 0

4.5 GASB 75 Actuarial Report

Motion to approve GASB 75 Actuarial Report was made by John Cardoza and second by Shelley Heeger.

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

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

No – 0

Abstain – 0

Absent – 0

4.6 Consider and Approve Tipton Elementary School District Resolution 2020-2021-01 a Resolution to Reopen Schools, Approve the District's Reopening Plan, and Delegate Emergency Authority During the Coronavirus/COVID-19 Pandemic

No action taken due to Governor Newsom planning on providing information and guidance on the reopening of schools on Friday, July 17, 2020.

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

5.1 Consideration and Public Notice of the California School Employees Association's Initial Proposal to the District Regarding Classified Collective Bargaining Agreement Negotiations, for the 2020-2021 School Year

5.2 Consideration and Public Notice of the District's Initial Proposal to California School Employees Association Regarding Classified Collective Bargaining Agreement Negotiations, for the 2020-2021 School Year

6. **Adjourn to Closed Session: 6:31pm**

7. Reconvene to open session 7:33pm

8. Report out from Closed Session

6.1 Government Code Section 54957
Public Employee Discipline/Dismissal/Release/Complaint

Motion to ratify employee #4067712450, District Secretary's resignation effective July 16, 2020 and accepted by the Superintendent on June 15, 2020 was made by John Cardoza and second by Fernando Cunha.

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

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

No – 0

Abstain – 0

Absent – 0

6.2 Government Code section 54957
Public Employee Appointment/Employment
Title: District Secretary for the 2020-2021 School year

Motion to approve Mayra Gomes as the District Secretary was made by Shelley Heeger and second by Iva Sousa.

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

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

No – 0

Abstain – 0

Absent – 0

6.3 Government Code Section 54957.6
Conference with Labor Negotiators
Agency designated representatives: Superintendent
Employee Organization: CTA

Discussion only

9. Adjournment 7:34 pm

Minutes approved August 4, 2020

Greg Rice, President

Iva Sousa, Clerk

Stacey Bettencourt, Secretary

3. CONSENT CALENDAR: Action items:

3.2 Minutes of Special Board Meeting – July 23, 2020

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

Thursday, July 23, 2020
6:00 p.m. District Cafeteria

1. Call to order- Flag Salute

Board Clerk, Iva Sousa, called the meeting to order at 6:00 pm and led the flag salute. Board Members present: Shelley Heeger, Iva Sousa and Fernando Cunha. Absent: John Cardoza and Greg Rice. Guests: Cherie Solian

2. Public Input:

2.1 Community Relations/Citizen Comments

2.2 Reports by Employee Units CTA/CSEA

No comments

3. ADMINISTRATIVE: Action items:

3.1 Consider and Approve Tipton Elementary School District Resolution 2020-2021-01 a Resolution to Approve the District's Reopening Plan, Reopen Schools, and Delegate Emergency Authority During the Coronavirus/COVID-19 Pandemic

Motion to approve Tipton Elementary School District Resolution 2020-2021-01 a Resolution to Approve the District's Reopening Plan, Reopen Schools, and Delegate Emergency Authority During the Coronavirus/COVID-19 Pandemic was made by Fernando Cunha and second by Shelley Heeger.

Vote Yea 5/ No 0/ Abstain 0/ Absent 2

Yea – Shelley Heeger, Iva Sousa and Fernando Cunha

No – 0

Abstain – 0

Absent – John Cardoza and Greg Rice

4. Adjournment 7:13 pm

Minutes approved August 4, 2020

Greg Rice, President

Iva Sousa, Clerk

Stacey Bettencourt, Secretary

4. ADMINISTRATIVE: Action items:

4.3 Acknowledgement/Acceptance of the California School Employees Association's Initial Proposal to the District Regarding Classified Collective Bargaining Agreement Negotiations, for the 2020-2021 School Year

**INITIAL PROPOSAL for a
SUCCESSOR AGREEMENT to
TIPTON ELEMENETARY SCHOOL DISTRICT from
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
And It's TIPTON CHAPTER No. 765
2020-2021**

ARTICLE 7 – WAGES

CSEA seeks a fair and equitable salary increase.

ARTICLE 8 - HEALTH BENEFITS

The District shall contribute an amount equivalent to fully pay any premium increase cost of for the District-provided Health and Welfare benefits for all eligible employees and their dependents.

Virginia Almeida, CSEA President

4. ADMINISTRATIVE: Action items:

- 4.4** Adoption of Districts Initial Proposal to California School Employees Association Regarding Classified Collective Bargaining Agreement

TIPTON ELEMENTARY SCHOOL DISTRICT

Sunshine Proposal for Contract Negotiations with

California School Employees Association

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

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

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

The following constitutes the initial proposal of the Tipton Elementary School District 2020-2021 contract negotiations with the Association.

THE DISTRICT’S INITIAL PROPOSAL

- Article 7: Wages
- Article 8: Health Benefits

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

4. ADMINISTRATIVE: Action items:

4.5 Injury and Illness Prevention Plan 2020-2025

TIPTON ELEMENTARY SCHOOL DISTRICT



PREPARED BY

KYLE COFFMAN

&

REBECCA
PETERSEN

LOSS CONTROL CONSULTANTS & RISK MANGEMENT SERVICES
KEENAN & ASSOCIATES

IN ASSOCIATION WITH THE TULARE COUNTY SCHOOLS
WORKERS COMPENSATION JOINT POWERS AUTHORITY
AND
BUCKMAN MITCHELL INSURANCE

2020-2025

Board Approval:

TABLE OF CONTENTS

POLICY STATEMENT	3
RESPONSIBILITY	
COMPLIANCE	
COMMUNICATION	
HAZARD	
ASSESSMENT	
ACCIDENT/EXPOSURE INVESTIGATIONS	
HAZARD CORRECTION	
TRAINING AND INSTRUCTION	
RECORDKEEPING	
APPENDICES	
1) HAZARD ASSESSMENT AND CORRECTION	7
2) QUICK REFERENCE GUIDE FOR ACCIDENT INVESTIGATION	8
3) SUPERVISOR'S ACCIDENT INVESTIGATION REPORT	9
4) EMPLOYEE SAFETY RECOMMENDATION FORM	12
5) COVID -19	14

POLICY STATEMENT

In accordance with Tipton Elementary School District Board Policy 4157, Tipton Elementary School District hereby establishes an Injury and Illness Prevention Program (IIPP) in compliance with applicable OSHA regulations and state law.

The IIPP serves as the District's primary health and safety program. The District shall maintain a current copy of the IIPP in a common, accessible location for all employees. In addition, a copy of the IIPP shall be provided to each employee upon employment and all employees will sign a certificate of receipt, which will be maintained in their personnel file.

The requirements for establishing, implementing and maintaining an effective IIPP are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following:

- Responsibilities
- Communication
- Accident/Exposure Investigation
- Training & Instruction
- Compliance
- Hazard Assessment
- Hazard Reporting & Correction
- Recordkeeping

This program outlines the proper policies, procedures, and responsibilities that apply to employees in their respective work environments. By identifying and correcting potential and/or existing hazards in a timely manner, the number of workplace injuries or illnesses can be minimized. Reducing operational interruptions directly affects the success of our students.

INJURY AND ILLNESS PREVENTION PROGRAM

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) Administrator is identified as the District Superintendent and will have the authority and the responsibility for implementing and maintaining this IIPP for the Tipton Elementary School District.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace: All work sites owned and operated by the Periodic inspections are performed according to the following schedule:

1. When we initially established our IIPP;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected:

1. When observed or discovered; and
2. When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary personal protective equipment (PPE).

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction are provided:

1. When the IIPP is first established;
2. To all new workers;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
7. Prohibiting the use of chairs, tables and other furniture as tools for climbing, under any circumstances. The only acceptable tool for climbing in the District is a safe sturdy ladder.
8. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
9. Proper reporting of hazards and accidents to supervisors.
10. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
11. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.
12. Any District employee during assigned duties, performing yard duty/supervision, emergency evacuation procedures will wear district issued safety vest.

RECORDKEEPING

All non-personnel records and reports that are generated by this safety program shall be maintained by the employee's supervisor and/or Human Resources. Personnel workplace injury/illness records are to be kept and maintained by Human Resources. All records and reports that are generated by this program shall be maintained according to the requirements in CCR 3203(b).

Records of occupational injuries and exposures shall be kept on file for a minimum of five (5) years and may be made available for review by Cal-OSHA upon request.

General safety records shall be kept a minimum of three (3) years. These include but are not limited to:

- Notice of safety deficiencies and audits
- Report of corrected safety deficiencies
- Documentation of safety and health training
- Scheduled and periodic safety inspections
- Incident review records and interviews pertaining to injury incidents
- Safety Committee meeting records

Employee Access to Records

The District recognizes that employees, their designated representative, and authorized representatives of the Chief of the Division of Occupational Safety and Health (Cal-OSHA), have a right of access to relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment and prevention of occupational disease. Whenever an employee or designated representative requests access to a record, the District shall assure that access is provided in a reasonable time, place, and manner as outlined in CCR3204.

HAZARD ASSESSMENT AND CORRECTION

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

QUICK REFERENCE GUIDE For ACCIDENT INVESTIGATION

This quick reference guide is information for supervisors and managers to use while investigating work related injuries and illnesses. Remember, prior to investigating an accident, employees should be trained to report injuries to supervisor or designee, no matter how minor they may be. “Near-accidents” should also be reported and investigated by supervisor or designee. **Please follow these 4 easy steps when investigating work related injuries:**

Step 1: Act at once

- A. Talk with injured employee immediately if possible. (One-on-one is best) Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (attached) for a list of sample questions that you may need to ask during an investigation.
- B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of the incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.
- C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, disobeying rules. Review employees’ safety record for past accidents, if any.
- D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent accidents in the future. Report any defective equipment to the person responsible. Tell other exposed employees about the accident and how they could have avoided it.
- E. Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated.

Step 2: Complete a supervisor accident investigation reporting form within 24 hours. Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence (include pictures). Keep a copy for your records and send original to the Personnel Office.

Step 3: Provide injured employee with an “Employee’s Claim for Workers’ Compensation Benefits” form before or after treatment or as he or she is able.

Step 4: Follow-up with employee after he or she receives treatment to find out if they are doing well. In addition, ensure contributing factors to the accident, if any, are fixed (work orders sent) and all exposed employees are aware of the contributing causes of the accident. **It is vital for supervisors to re-evaluate completed work orders to ensure problems have been resolved.**

Incident/Injury Investigation Form
To be Completed by Employee and Supervisor

Employee Name (<i>First, Middle, Last</i>)		Emp I.D.#	Job Title	Work Site of Employee	Hrs per Day
Date of Accident	Location Where Injury Incident Occurred (Site Name)		Work Start Time	Time of Accident	Lost Time Beyond First Day Yes No
Witnesses? Yes Statement Attached? Yes	No	Witness Name - #1	Witness Name - #2	Secondary Job Yes <input type="checkbox"/> No <input type="checkbox"/>	

INCIDENT TYPE (Select the most appropriate response)

<input type="checkbox"/> Struck Against	<input type="checkbox"/> Fall to Different Level	<input type="checkbox"/> Contact Electrical Current
<input type="checkbox"/> Struck By	<input type="checkbox"/> Slip or Twist (not Fall)	<input type="checkbox"/> Muscular Strain
<input type="checkbox"/> Caught In or Between	<input type="checkbox"/> Exposure to Temp. Extreme	<input type="checkbox"/> Respiratory Exposure
<input type="checkbox"/> Fall on Same Level	<input type="checkbox"/> Exposure to Physical Agents (Noise/Radiation)	<input type="checkbox"/> Other: (Describe in detail below - 100 characters max.)
<input type="checkbox"/> Skin Exposure		
<input type="checkbox"/> Eye Exposure		

INCIDENT REVIEW

1. Describe the Injury and Body Part Affected: (i.e., Left or right; Upper, Lower Extremities - 150 characters max.)

2. Describe How Injury Occurred and Type of Injury: (i.e., burn, laceration, fracture, etc. - 150 characters max.)

SPECIFIC CAUSE ANALYSIS: (Use the listing below as an aid in identifying the factors that contributed to the accident. (Check all that apply))

<input type="checkbox"/> Employee in a hurry (short cut) -perceived need	<input type="checkbox"/> Inattention
<input type="checkbox"/> Equipment not used, i.e., tools, ladder, material, etc.	<input type="checkbox"/> Inexperience
<input type="checkbox"/> Proper Protection Equipment not used, i.e., eye protection, gloves, safety helmet, etc.	<input type="checkbox"/> Physical overexertion
<input type="checkbox"/> Improper or unsafe tool or equipment used	<input type="checkbox"/> Improper body position or method of doing the work
<input type="checkbox"/> Horseplay or practical joking	<input type="checkbox"/> Act of fellow employee
<input type="checkbox"/> Instructions or rules disregarded	<input type="checkbox"/> Improper clothing
<input type="checkbox"/> Illness	<input type="checkbox"/> Other: (Describe in detail below - 100 characters max)

MITIGATING FACTORS (Use the listing below as an aid in identifying the factors that contributed to the accident. (Check all that apply))

<input type="checkbox"/> Insufficient instruction or job training	<input type="checkbox"/> Working longer hours
<input type="checkbox"/> Insufficient or poor job planning	<input type="checkbox"/> Workload too heavy
<input type="checkbox"/> Rules or instruction not followed	<input type="checkbox"/> Rushing to meet deadlines
<input type="checkbox"/> Confusion after communication between supervisor and employee	<input type="checkbox"/> Friendly competition
<input type="checkbox"/> Proper tools or safety gear not provided	<input type="checkbox"/> Lack of teamwork
<input type="checkbox"/> Inadequate inspection of tools, equipment or job	<input type="checkbox"/> Due to external factors
<input type="checkbox"/> Tools used incorrectly or improper method of doing work	<input type="checkbox"/> Lack of help or assistance
<input type="checkbox"/> Inadequate job training by supervisor	<input type="checkbox"/> Procedures not developed
<input type="checkbox"/> Circumstances not addressed in training	<input type="checkbox"/> Procedures not accurate
	<input type="checkbox"/> Other: (Describe in detail below - 100 characters max)

OVER

UNSAFE CONDITIONS (Use the listing below as an aid in identifying the factors that contributed to the accident.

(Check all that apply)

FACILITIES/EQUIPMENT

- Faulty equipment
- Equipment failure
- Defective material
- Poor design
- Corrosion/Wear
- Ergonomic factors
- Facility layout
- New equipment
- Unguarded equipment

OTHER FACTORS

- Weather/temperature
- Improper storage or stacking
- Poor Housekeeping
- Personal protective equipment
- Known Hazard but not documented or locked
- Documented Hazard but not repaired
- Unsafe Conditions caused by others
- Conditions changed without proper communication
- Other: (Describe in detail below - 100 characters max)

- Poor Lighting or Visibility
- High Noise Level
- Slippery Floors or surfaces
- Radiation
- Poor Ventilation
- Physical overexertion
- Exposure to chemical(s)
- Change in procedures or materials

ROOT CAUSE OF INJURY OR INCIDENT – PROVIDE DETAILED INFORMATION FOR FOLLOWING:

1. What was the unsafe condition (if any?) 150 characters max.
2. Why did it exist? 150 characters max.
3. Was a District Safety Policy/rule overlooked/ignored or unknown at the time of the incident (please describe in detail)? 150 characters max.
4. What was the unsafe act? 150 characters max.
5. Why was the unsafe act performed? 150 characters max.

CORRECTIVE ACTION – PROVIDE DETAILED INFORMATION FOR FOLLOWING:

1. Explain how to eliminate the hazard. 150 characters max.
2. What type of training is needed? 150 characters max.
3. To prevent a re-occurrence, what preventive measures have been taken? 150 characters max.

Print Employee Name

Signature

Date

Print Name of Person Completing this Report

Signature

Date

**TIPTON ELEMENTARY SCHOOL DISTRICT
EMPLOYEE SAFETY RECOMMENDATION FORM**

LOCATION:

DEPT:

SUPERVISOR:

DATE:

IDENTIFICATION OF SAFETY OR HEALTH HAZARD

SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD

DO NOT WRITE BELOW THIS LINE

Date complaint was investigated:

Investigated by:

Action taken:

Date Action was reported to the employee:

Comments:

TIPTON ELEMENTARY SCHOOL DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM COVID-19 ADDENDUM

Purpose

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 novel coronavirus disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

It is the policy of the Tipton Elementary School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases such as COVID-19 are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Due to the widespread of COVID-19 in the community, Tipton Elementary School District has implemented the following infection control measures, including applicable and relevant recommendations from the Centers for Disease Control and Prevention (CDC) and our state and local guidelines.

Introduction

What is COVID-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak first identified in Wuhan, China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease. Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV". There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of COVID-19?

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How Does It Spread?

The best way to prevent illness is to avoid being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- Through respiratory droplets that can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Germs can spread from other people or surfaces when:

- Touching eyes, nose, and mouth with unwashed hands.
- Prepare or eat food and drinks with unwashed hands.
- Touch a contaminated surface or objects.
- Blowing nose, coughing, or sneezing into hands and then touching other people's hands or common objects.

Hand Hygiene

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% ethanol alcohol).

Properly hand wash with soap and water by:

- Wet hands first with water.
- Apply soap to hands.
- Rub hands vigorously for at least 20 seconds, covering all surfaces of hands and fingers.
- Rinse hands with water and dry thoroughly with paper towel.
- Use paper towel to turn off water faucet.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

Using Alcohol-based Hand Rub (follow manufacturer's directions):

- Dispense the recommended volume of product.
- Apply product to the palm of one hand, and
- Rub hands together, covering all surfaces of hands and fingers until they are dry (no rinsing is required). This should take around 20 seconds.

Hand washing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

To help stop the spread of germs:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow – not in hands.
- Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% ethanol alcohol.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people outside their household or those who are sick within their household.

Each site will have a plan in place to ensure social distancing at their location. The plan will include, but is not limited to the following:

- Implementing flexible work hours by rotating or staggering shifts to limit the number of employees on site at the same time.
- Increasing physical space between employees by modifying the workspace.
- Avoiding shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, following the Cleaning and Disinfecting the Building and Facility Guidelines to clean and disinfect shared workspaces and work items before and after use.
- Increasing physical space between employees and public by offering drive-through service or physical barriers such as partitions.
- Using signs, tape marks, or other visual cues on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Delivering services and holding meetings remotely by phone, video, or Internet.
- Limiting any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminating all non-essential and non-related services, such as entertainment activities.
- Using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, holding meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Employees will also be asked to practice social distancing outdoors including, but not limited to the following:

- When working in sports fields, playgrounds, assembly areas, and/or other outdoor areas.
- Before starting the work shift.
- After the work shift.
- Coming and going from vehicles.
- Entering, working, and exiting physical buildings or other structures.
- During breaks and lunch periods.

Cloth Face Coverings

Unless otherwise directed by your supervisor, all employees should cover their mouth and nose with a cloth face cover when around others and follow any state, county, or local mandates/guidelines.

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#).
 - Cloth face coverings should not be placed on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a face mask meant for a healthcare worker.

Continue to keep at least 6 feet between yourself and others. The cloth face cover is not considered personal protective equipment. It is not a substitute for social distancing but when used in conjunction, it may help prevent infected persons without symptoms from unknowingly spreading the disease.

If an Employee is Sick

Employees will be asked to monitor their health each day and are asked to notify their supervisor before their scheduled shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or they have a temperature of 100.4 or more, tiredness, chills, shortness of breath, difficulty breathing, nausea, vomiting, diarrhea, sore throat, loss of taste or smell, cough, or muscle pain.

If an employee is not feeling well and is exhibiting symptoms that may be attributed to COVID-19, such as acute respiratory symptoms or a fever, Tipton Elementary School District will:

- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible.
- Actively encourage sick employees to stay home.
- If an employee goes home because they are sick, follow the cleaning and disinfecting the building and facility guidelines to disinfect the area/room/office where the person worked, the tools and equipment they used prior to use by others.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- Ensure employees who are out sick with fever or acute respiratory symptoms do not return to work until both of the following occur:
 - At least 3 full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
 - At least 10 full days pass since symptoms first appeared.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

The District will conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If the District identifies COVID-19 as a workplace hazard, it will select and provide exposed employees with properly fitting PPE that will effectively protect employees. The District will stress hand hygiene before and after handling all PPE.

Washing Facilities

Notify your supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water, and single-use towels or blowers.

Cleaning and Disinfecting

Tipton Elementary School District will establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles and buses – inside and out, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).

Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces after cleaning, that can further lower the risk of spreading infection. Employees will need to follow the District's approved disinfecting products and procedures when using disinfectants. Disinfecting procedures include:

- Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection.

- Clean and disinfect frequently touched surfaces daily and shared workspaces and work items before and after use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Keep all disinfectants out of the reach of children. Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Outdoor areas generally require normal routine cleaning and do not require disinfection.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer’s instructions for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and Disinfecting Building or Facility if Someone is Sick:

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect.
 - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Always wash immediately after removing gloves and after contact with a sick person.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

Employee Training

Tipton Elementary School District will provide regular training for employees on the following topics:

- What is COVID-19 and how is it spread.

- Signs and symptoms of COVID-19.
- When to seek medical attention if not feeling well.
- Prevention of the spread of COVID-19 if you are sick.
- Physical and social distancing guidelines.
- Importance of washing hands with soap and water or use of hand sanitizer if soap and water are not readily available.
- Reminders and methods to avoid touching eyes, nose, and mouth.
- Coughing and sneezing etiquette.
- Safely using cleansers and disinfectants.

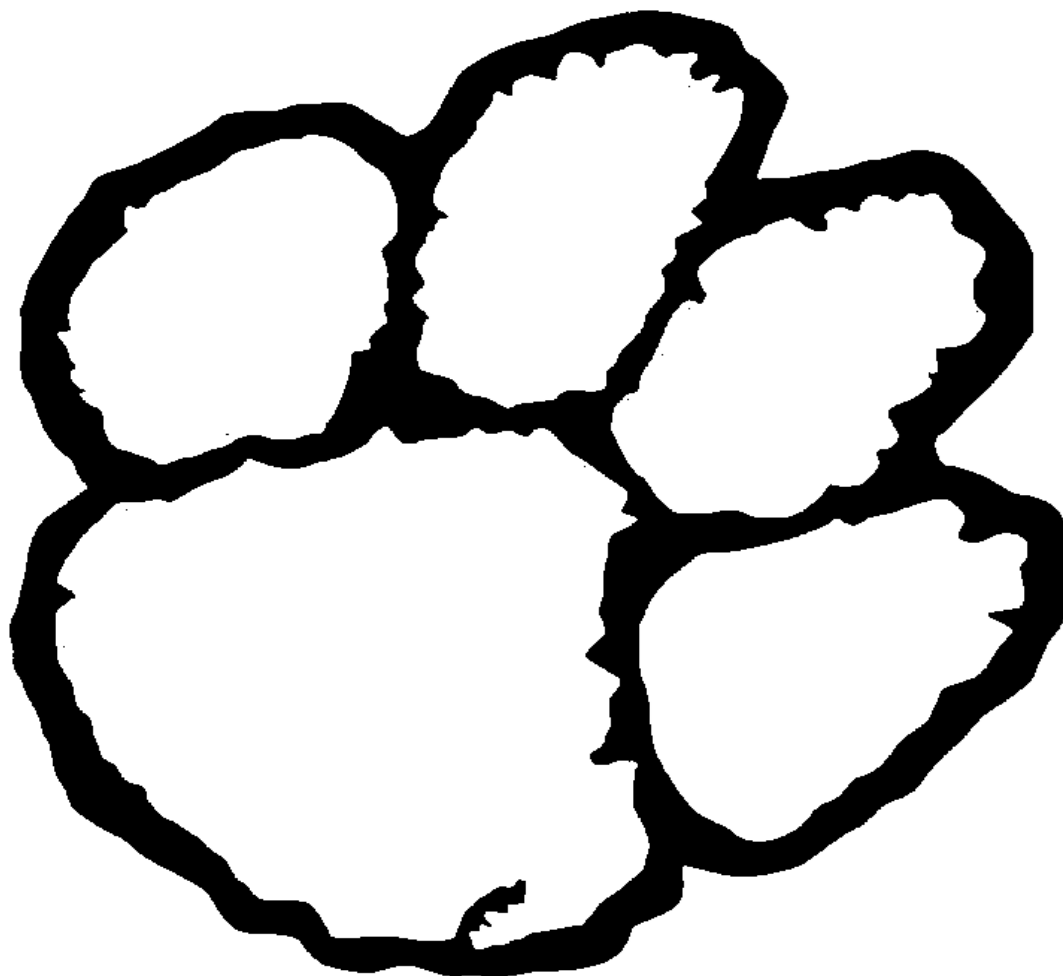
Compliance

This addendum will be reviewed regularly and according to federal, state, and local requirements. These guidelines and written addendum are subject to change as information is received and the situation evolves.

4. ADMINISTRATIVE: Action items:

- 4.6** Updated Student Handbook with School Procedures and Rules During Blended Learning/Distance Learning

**TIPTON
ELEMENTARY
SCHOOL**



STUDENT HANDBOOK

2020-2021

English

TIPTON ELEMENTARY SCHOOL HANDBOOK

INTRODUCTION

The following handbook is intended as a guideline for parents and students to become familiar with the procedures and rules of Tipton Elementary School. Please read the handbook to become knowledgeable and comfortable with the regulations and expectancies of the Tipton Elementary School District.

TIPTON ELEMENTARY SCHOOL DISTRICT

BOARD OF EDUCATION TRUSTEES

Mr. Greg Rice, President

Mrs. Iva Sousa, Clerk

Mr. John Cardoza, Member

Mr. Fernando Cunha, Member

Mrs. Shelley Heeger, Member

DISTRICT ADMINISTRATORS

Mrs. Stacey Bettencourt, Superintendent

Dr. Cherie Solian, Principal

Affirmative Action Officer, Title IX and Section 504 Coordinator

**Tipton Elementary School District Office
P.O. Box 787 (370 North Evans) Tipton, CA 93272
(559) 752-4213**

Handbook Revised on 7/2020

TIPTON ELEMENTARY SCHOOL STAFF
2020-2021

ADMINISTRATIVE:

Stacey Bettencourt
Cherie Solian Ed.D

Superintendent
Principal

INSTRUCTIONAL:

Christina Diaz	TK/Kindergarten, Room 101
Julie Lowry	Kindergarten/1st, Room 102
Lori Smith	Kindergarten, Room 104
Stacy Richmond	Grade 1, Room 108
Laura Moreno	Grade 1, Room 110
Ruth Medina	Grade 2, Room 202
Danielle Bickers	Grade 2, Room 203
Jennifer Hatfield	Grade 2/3, Room 204
Diana Avila	Grade 3, Room 302
Tiffani Benedetti	Grade 3, Room 303
Jacob Munoz	Grade 3, Room 301
Laura Landeros	Grade 4, Room 403
Linda McReynolds	Grade 4, Room 404
Tamara Morton	Grade 4/5, Room 401
Luz Valencia	Grade 5, Room 501
Debbie Gilbert	Grade 5, Room 502
Gina Manfredi-Magana	Grade 6, Room 606
Leecia Rocha	Grade 6, Room 604
Jessica Hurtado	Grade 6, Room 608
Tamara Lampe	Grade 7, Room 504
Jason Marroquin	Grade 7, Room 602
Tim Starling	Grade 7, Room 603
Michelle Nuckols	Grade 8, Room 607
Georgina Burrell	Grade 8, Room 601
Desiree Heinks	Resource Teacher

CLASSIFIED STAFF OFFICE:

Maryann Henry
Mayra Gomes
Gloria Burris
Yvonne Mendoza

Business Manager
District Secretary
Attendance/Health Clerk
Confidential Administrative Assistant

LIBRARY TECHNICIAN AIDE:

Megan Rice

TECHNOLOGY:

Kevin Brown

CAFETERIA:

Connie Sanchez	Food Service Manager
Lidia Rocha	Cook Helper
Sandra Cunha	Cook Helper
Mary Martinez	Cook Helper
Minerva Mendoza	Cook Helper

MAINTENANCE/OPERATIONS/TRANSPORTATION:

Fausto Martin	MOT Director
Raul Bravo	Bus Driver/Custodian/Grounds/General Maintenance
Hector Cardenas	Bus Driver/Custodian/Grounds/General Maintenance
Bradly England	Bus Driver/Custodian/Grounds/General Maintenance
Kristina Walters	Bus Driver/Custodian/Grounds/General Maintenance
Santiago Moreno	Bus Driver/Custodian/Grounds/General Maintenance
Pedro Sanchez	Custodian/General Maintenance

INSTRUCTIONAL AIDES and TUTORS:

Kathy Aguiar	Kathy Haller
Silvia Domínguez	Anabela Lourenco
Sue Jones	Ophelia Solís- Material Aide
Diane Pelaiz	Gloria Alvarez
Debbie Santos	Leonora Acosta
Jenny Sanchez	

COUNTY SUPPORT STAFF:

Rachel Mendes	County RSP
Brenda Villareal	RSP Aide
Marisa Wright	County Speech and Language
Sylvia Rodriguez	County Psychologist
TBD	Community Outreach
Lilia Perez, Supervisor	County Pre-school, Room 103
Christina Rodriguez	School Nurse
Krystal Yang	LVN

EARLY STEPS TO SUCCESS

Virginia Almeida

Special Friends Aide

Jessica Aguirre

AFTER SCHOOL STAFF

Jenny Mendoza	ASES Coordinator
Adrianna Vieyra	Instructional Aide
Zachary Rogers	Instructional Aide
Byanca Contreras	Instructional Aide
Yareli Martiniz	Instructional Aide
Stephanie Solis	Instructional Aide
Yaritsa Chavarin	Instructional Aide

School Procedures and Rules during Blended Learning/Distance Learning

Arrival Time

Students' temperatures may be taken upon arrival.

Walking Students:

Walking students are not allowed on campus before 8:10 a.m. *Supervision is not provided before this time.* This arrival time also applies to students dropped off by parents and those who ride bikes to school. **Students must report to their classroom once they are on campus.**

Bus Riders:

Bus riders who are dropped off on campus prior to 8:10 a.m. will report to the Multipurpose building until 8:10 a.m.

- Students will be taught how to social distance while waiting for the bus to arrive.
- Bus Driver's will take their temperatures prior to starting routes.
- Parents will be asked if possible to wait with their child at the bus stop in case the child is sick and cannot board.
- Student temperatures will be checked. Students with a temperature higher than 100.4 or other COVID-19 symptoms will not be allowed to get on the bus. If a parent is not present the student will sit in a designated area on the bus and will be taken to the office upon arrival to the school. Parents will be contacted.
- Students will use hand sanitizer while boarding the bus.
- Students will have individual assigned seating with 6ft social distancing, unless more than one student shares the same address.
- Students will be seated from the back to the front of the bus to avoid unnecessary exposure.
- Upon arrival, the students will exit the bus from the front to the rear.
- Students will wear cloth face coverings on the bus.
- Bus drivers will wear cloth face coverings and/or face guards while on the bus.

- Buses will be disinfected between routes.

Class Times:

Students will attend school on site from 8:10 a.m. - 1:20 p.m., two days per week. All students will engage in distance learning every other day of the week. Students are considered tardy after 8:15 a.m.

Tk-Kindergarten dismissal time is 12:45 p.m. Parents will pick up students from the classroom. Please use the gate closest to Kindergarten.

Face Coverings

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. Face coverings must follow dress code policy.

Age	Face Covering Requirement
Under 2 years old	NO
2 years old – 2 nd grade	Strongly encouraged**
3 rd grade – High School	Yes, unless exempt

** Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

Attendance

Daily student participation will be documented each school day. If a student does not participate in class and/or online, the student will be marked absent. Daily participation includes, but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments and contact with teachers. Weekly engagement records will be reviewed by the attendance clerk and reported to the principal. The Tipton staff is dedicated to developing engaging lessons for both in-class and remote learning so that students are motivated to participate and attend school daily. Classes with perfect daily attendance will be recognized in morning announcements.

California compulsory education law requires everyone between the ages of six and eighteen years of age to attend school, except sixteen- and seventeen-year-olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) and obtained parental permission to leave. Some students, however, violate compulsory education laws and have a pattern of unexcused absences. Although truancy and excessive absenteeism are not new problems, they cause costly, long-term problems for the students, school, and the community.

Ed Code Section 48321 provides several organizational structures for School Attendance Review Boards (SARBs) at the local and county level to create a safety net for students with persistent attendance or behavior problems. Although the goal of SARBs is to keep students in school and provide them with a meaningful educational experience, SARBs do have the power, when necessary, to refer students and their parents or guardians to court.

Students who are absent for three schooldays, including in class and distance learning, or 60% of the instructional days in a week, will be considered at risk of not being academically successful.

1. The students teacher and/or attendance clerk will make daily phone calls to families for students who have one unexcused absence. Parents are encouraged to call Tipton Elementary School at 559-572-4213, if they know that their child will be absent from school.
2. When a student has two unexcused absences the student's teacher and/or attendance clerk will make daily phone calls to families for students who miss one day of school. The student will receive educational material that includes research on learning loss when a student is absent and information regarding the legal process that includes the Student Attendance Review Board (SARB).
3. A third unexcused absence will start a process in which the school principal will make parent contact via phone call or home visit. An attendance Student Study Team will meet to determine an attendance action plan for support.
4. A fourth unexcused absence will result in the beginning of the SARB process wherein the principal and parents will attend an legal hearing to attain support from the county legal system. The principal and parents will follow the SARB recommendations with fidelity.
5. A fifth unexcused absence will result in the SARB process progressing to the county level, wherein a judge will determine the next steps for parents and/or if a fine is warranted. The principal and parents will follow the judge's recommendation with fidelity.

At Tipton Elementary, our staff is committed to building supportive partnerships with parents. Together, we will work to identify challenges that are keeping a student from attending school. As we determine needs, the school staff will do their best to maintain the most current contact information so that regular communication can occur.

Re-engagement Plan

What happens when a student is disengaged with in-class and/or distance learning?

The principal, attendance clerk, and teacher will conduct a root cause analysis for the student's absenteeism. The analysis will include considerations of academic conditions, safety concerns, social dynamics, home situation, health concerns, student input, parent input, and any barriers for students with disabilities.

An educational session that emphasizes regular attendance and academic implications of disengagement will be offered.

Based on the student's need, he/she will be provided an attendance incentive plan. A check-in/check-out system will be put in place by the family support services staff.

Students with chronic health or mental health challenges will be supported with services from, but not limited to the school psychologist or school social worker.

Students who are nervous about coming to school, will be supported with a check-in/check-out system with, with but not limited to. the classroom teacher, school nurse, school psychologist, school social worker, or administrator.

For parents who are unsure about their student returning to school safely, a home visit by the school principal will be offered. The principal will share information regarding the school's safety measures established at the school site and on the bus. The parent liaison will reach out to the parents and address concerns.

Code of Conduct

Schoolwide Online Expectations

Be On Time

Be ready to learn with all of the necessary materials.

Check to be sure your technology is working before your class begins.

Dress Appropriately

Follow the school's dress code.

You will be expected to share your screen.

Sleepwear is not appropriate.

Mute Yourself

Be sure to mute your microphone to avoid background noise.

Your teacher will let you know when you should and should not have your microphone turned on.

Take Turns

Raise your hand when you have a question or comment.

Wait for your turn to talk. Be patient.

Presentation

**Check your surroundings to make sure that you are ok with what everyone else will see.
Remove distractions that could interrupt you or your audience.**

Participation

Stay Focused.

Pay attention to what your teacher and others are saying.

Be an active participant.

Be Responsible

Ask and answer questions.

Treat others kindly

Respect others' opinions

Complete your work. Work completion counts towards your attendance.

If you do not follow any of the school wide expectations, there are negative consequences.

The first time you do not follow the school's or your teacher's expectations, you will receive a verbal warning from your teacher.

The second time you do not follow the school's or your teacher's expectations, there will be parent communication.

The third time you do not follow the school's or your teacher's expectations, you will receive a referral and will be in contact with the principal, Dr. Solian.

Health

Monitor your child's health daily

- If your child has a temperature of 100.4 F or higher, the child must stay home. They must be free of a temperature for 24 hours without fever-reducing medication.
- If your child is experiencing flu-like symptoms, your child must stay home.
- Communicate with the school if you have questions and visit our website frequently

When TESD calls parents to explain that their child is sick, parents must pick up their child immediately to prevent others from getting sick

If your child must self isolate, contact the school site so that we can provide opportunities for distance learning if the child is capable of doing the work.

Students will be asked to wash their hands or use hand sanitizer before entering and when leaving a classroom.

Training on handwashing will take place.

Drinking fountains will not be used

Students should bring a water bottle to school. Water stations will be out to refill water bottles. Sinks in the classroom may be used as well to refill water bottles.

Students not feeling well and unable to attend school, must notify the attendance clerk and are encouraged to share if they believe this is due to COVID-19 symptoms.

Sports

TESD is working closely with Tulare County Health officials and Tulare County Office of Education (TCOE). As conditions change, students and families will be informed. Below are current guidelines:

Until further notice, no contact sports allowed

No sharing of equipment

ASES

ASES will continue to operate and will follow the same safety and social distancing guidelines as during the school day. Space will be limited due to the social distancing guidelines.

Only students participating in ASES will be allowed to remain on campus after school.

Bus transportation will not be available for those participating in ASES.

Field Trips and Activities

Scicon and other TCOE-sponsored educational activities are currently suspended.

Field trips are currently suspended.

Assemblies, performances and other large group gatherings are currently suspended.

Nutrition

- Students will be taught how to social distance while walking to and from lunch.
- Students will have staggered lunch times.
- Students will wash or sanitize hands on the way in and out of the multipurpose room.
- Students will be seated at least 6 ft apart from one another.
- Students will have grab and go lunches or individually packaged items for the lunch menu.
- Students will not be allowed to share food items.
- Cafeteria staff and supervision staff will wear cloth face coverings/face shields while serving and supervising students.
- Lunch drive through will be available two times per week for students who are off campus due to distance learning. One additional off site location will be available to pick up food. (Location TBD)

Communication with Families

- No volunteers and limited visitors on campus. All visitors will be required to wear a face mask
- Call or email instead of coming to campus
- Website, Facebook, teleparent

Current Recommendations

While we strive to keep everyone healthy, we must acknowledge that we can never guarantee the health of all or that an individual will not come in contact with or come down with COVID-19 or any other illness.

It is important to note that these recommendations reflect the evidence available at the present time and may evolve as new evidence emerges and as information is gathered from other jurisdictions that have opened schools already. The Board of Trustees expects that District administration will continue to review guidance from state and local public health officials, monitor the spread of COVID-19 and its impact on our school and District operations, coordinate with the County Public Health Director, and take all reasonable steps needed to follow state and local public health directives.

We look forward to the time when the restrictions have been lifted and we can safely bring all of our students back everyday.

SCHOOL PROCEDURES AND RULES

Absences:

The only legal excuses for absence/tardy from school are illness, doctor/dental appointments, and death in the immediate family, or a personal absence (see below). When a student is absent the easiest method to clear an absence is to phone the office (752-1230) to verify the reason. *This call should be made on the day of absence.* Should verification by phone not occur, please send a note explaining the absence with the child on his/her first day of return to class. *Tardy students must bring in a note explaining their lateness or be accompanied by a parent who will explain the tardy.* *A student is considered truant after 30 minutes after school begins.*

Personal Absence:

The State of California will no longer allow student absences for personal reasons. Parents who determine their student(s) must be absent for any compelling reason should contact the school at least one week in advance so that Independent Study work can be assigned to help the student keep up in coursework. **A minimum of 5 days is needed for Independent Study enrollment.**

Check-out Procedure:

During the school day, students are not to leave campus without checking-out through the office. A parent must sign their student out through the office.

Office Use:

The office is a place of business and should be regarded as such by students. Legitimate reasons for coming to the office include:

- Being sent in by a teacher or other staff
- Being called to the office
- Conference with office staff
- Emergency phone calls (Must have a pass)
- To take prescribed medication
- Illness

When waiting in the office, the student must remain quiet and orderly or he/she will lose office privileges.

Out of Class:

Any student out of class during instructional time should have a pass either from teacher or office.

Phone Use:

The phone is to be used by school employees. The office or classroom phones are not to be used by students for personal use. Personal calls may include but are not limited to transportation problems, and forgotten homework. Emergency phone calls do require a note from a teacher if the student goes to the office to phone.

Cell Phones: Students may not use cell phones during the school day. Students must keep their phones turned off and in their backpacks or personal bags. Students are not allowed to use their cell phones while on campus unless there is a school emergency. Students who do not follow the rules will lose the privilege of bringing a phone to school. 1st offense: phone will remain with the principal until the end of the day. 2nd offense: parents will be required to pick up the cell phone and the student may not bring it back to school for the remainder of the semester. 3rd offense: the student may not bring a cell phone to school for the remainder of the current school year. There is no need for a student to use a cell phone during the school day. Parents may contact the school if they need to reach their child for any reason.

Medication:

Any medication a student has to take must be kept in the office. By law, no student may take any medicine except a prescription in its original container. Even aspirin must have a doctor's note before we may allow a student to take it. A parent may come to school and give his/her child an over-the-counter medication.

Accidents:

Any student, who is injured on the way to school, while at school, or on the way home from school must report the accident to the school office the day of the injury.

Bus Rules:

Bus students are expected to understand that bus riding is a privilege, not a right. Proper behavior is expected from all students when they are on the bus and when they are waiting for the bus at school and at the neighborhood stops. Students who don't follow rules will be issued citations by the bus drivers or office personnel and may lose their transportation privilege.

At the conclusion of the school day, all bus riding students must report immediately to the bus loading area. Students who waste time and miss the bus will phone home for transportation.

Walking Students:

Walking students are not allowed on campus before 8:00 A.M. Supervision is not provided before this time. This arrival time also applies to students dropped off by parents and those who ride bikes to school.

Bicycle Rules:

Students, who ride their bicycles, are expected to follow these rules:

1. Bicycles are not to be ridden on campus.
2. All bicycles must be put in the bike racks and locked. (Students must provide their own locks.)
3. Department of Motor Vehicles laws must be obeyed.
4. The district is not responsible for damages/theft.

Lunch/Breakfast Procedure:

The Tipton School Board of Education has established a policy regarding the breakfast and lunch program. The district continues to participate in the USDA Provision II program whereby all students will be provided meals free of charge.

Any student that chooses to bring a sack lunch to school has the option to purchase milk, if he/she chooses too. Milk is only provided free with a school meal. Students may bring juice with their sack lunch but soft drinks and candy are not permitted. Additionally, sodas may not be brought to school to add to the school lunch program meal.

- Milk prices for students and adults is \$0.25
- Adult Meals may be purchased in the office for the following prices:
Breakfast...\$2.40 Lunch...\$3.95

Cafeteria Rules:

Students who eat in the cafeteria will enter in a single file with teacher directions. After entering, students are to sit as directed by the adult on duty. Students will be excused by an adult. Students are required to show appropriate behavior while in line and while in the cafeteria. No yelling or throwing food will be allowed in the cafeteria. Students are not allowed to share food. Students displaying improper behavior may lose the opportunity to be in the cafeteria during the lunch period.

Flag Salute:

State law requires that the American Flag Salute or a patriotic exercise be held in every classroom each morning.

Saturday School:

Students in grades 4-8 who have excessive absences or tardies, homework issues, classroom assignments and/or discipline issues will be required to attend Saturday School in order to make up missing days and/or work. Saturday School takes place once or twice a month depending on need. Saturday School is in session from 8:15 AM to 11:45 AM. Parents are responsible for providing transportation to and from Saturday School.

Candy and Gum:

Candy, gum and seeds are not allowed on campus. Students with candy, gum, or seeds will have those items confiscated. Students who abuse this rule will lose extracurricular activities, sporting events, or other special school events. First offence will result in detention. Second offence will also be assigned to Saturday School. Students that defy the rule habitually will be suspended at the third offense.

Closed Campus:

Tipton School is a closed campus. This means that once a student arrives at school, he/she is not allowed to leave the campus. A student can only leave campus when accompanied by his/her parent(s) or guardian. Also, students who have a signed permission slip on file, to allow them to go home for lunch, will be allowed to go off campus. Students going home for lunch must be under the direct supervision of their parents. It is the student's responsibility to sign in and out before leaving campus. Students must return to campus in time for class or his privileges will be revoked.

Report Cards:

Report cards are given out during parent conferences during the first quarter. All other report cards are sent home with students or mailed. Students with outstanding debts owed the school will have report cards held. Parents will be given prior notice of any outstanding debt.

Progress Reports:

At approximately the middle of each quarter, progress reports will be mailed to parents if their child is having academic problems. Parents should contact the teacher(s) sending the report to discuss the problem and what steps need to be taken for improvement.

Parent Conference:

PARENTS ARE INVITED AND ENCOURAGED TO CONFERENCE WITH THEIR CHILD'S TEACHER(S) ANY TIME DURING THE SCHOOL YEAR. If a parent has a question, concern, or just wants to check on the progress of their student, a phone call should be made to the office to schedule an appointment with your child's teacher.

Formal parent conferences are scheduled two times a year. Information regarding dates and times for conferences is sent home with students prior to conferencing.

Graduation Requirements

The Tipton Elementary School Board has established requirements for earning a diploma and participating in the graduation ceremony from the eighth grade at Tipton Elementary School. **Students who do not earn the privilege of graduation may attend the ceremony with appropriate adult supervision, but may not attend the dance held on the last day of school.**

Diplomas will not be granted to Eighth Grade students who have not met the graduation requirements:

- ✓ Pass the United States/State/Local Government test
- ✓ Earned a cumulative Grade Point Average of 2.0 or higher
- ✓ Pay any and all outstanding debts owed to Tipton Elementary School District

Participation in graduation Ceremony will be denied to any student who:

- Did not earn a Diploma
- Has attended less than 85% of the school attendance year
- Has been late to school and/or classes for more than 20% of the school days
- Has not cleared all detention time
- Has been suspended more than one time during the current school year
- Has had frequent and/or numerous discipline problems for violating school rules

Visiting the School:

All parents are encouraged to visit the school. All visitors must check into the office before visitation and obtain a "Visitors Pass". If parents wish to visit a classroom, arrangements for the visit should be made ahead of time, so the classroom educational progress is not interrupted.

Volunteering for Field Trips:

Volunteers are required to complete the District's Volunteer Application form, and the completed form must be on file in the principal's office prior to commencement of service. Those who wish to volunteer for the 8th grade trip must have all documents submitted by February 15th of each year. Please refer to the Parent Volunteer Rubric for more information.

Dress Code:

The Tipton School Board of Education has established a dress code for all students. A copy of Acceptable and non-acceptable attire is on page **20** of this handbook.

- 1st violation-after school and/or game detention
- 2nd violation- after school detention and Saturday School
- 3rd violation-Students will be suspended for defying school rules.

Students will also lose the right to attend special school activities (including sports and trips) for each violation.

School Ground Rules:

All students must stay in campus areas that are supervised and follow supervisors' directions. Hallways and building areas are off limits during breaks. Bathrooms are to be used for intended purposes only---no loitering. Inappropriate actions will be referred to the office.

Playground Rules

- All equipment is used for its original intention
- Walk on concrete, run on grass.
- Do not play in hallways, walkways, restrooms.
- No climbing or standing on fences.
- Freeze when the whistle blows, walk to line up.
- Big Red/Monkey Bars: Walking only, on bottom down slides. Climb up and down ladders facing in. Cross overhead bars with hands.
- Caterpillar: Climbing in one direction, always facing towards the ladder.
- Slide: No climbing up slide.
- Monkey Bars: Going one direction only.
- Swings: Single person on swing, on bottom. Waiting students count from the blue pole line. No pushing of students on swings or standing in general areas.
- Tetherball: Hit with hands, poles are not to be climbed

Assemblies:

At various times throughout the year assemblies will be offered. Assemblies will be held for recognition of perfect attendance, Quarter grade honors, for the Student of the Month, Character Counts, and special programs. Proper behavior is expected at all assemblies. Attendance at school assemblies, as well as other school activities, is a privilege. The opportunity to attend is a reward to students who have exhibited proper behavior at school. Students owing detention will be ineligible to attend assemblies.

Awards Assembly:

An Awards Assembly is held at the end of each school year to honor academic and athletic achievement. For example, students maintaining a cumulative 3.26 to 4.0 Grade Point Average (GPA) for a year are recognized as Honor Roll Students.

Perfect Attendance for the School Year:

To be eligible for Perfect Attendance Honors a student must be enrolled the first day of school and finish the school year present every day until the cutoff date at the end of the year. **A student may not have 3 or more unexcused tardies and must have maintained a minimum school day for every day of the school year.** A major discipline violation or persistent discipline or behavior concerns will not allow the student to be part of the Perfect Attendance field trip.

Personal Equipment:

Cameras, Cell/Camera/Video Phones, Radios, CD players, iPODS, MP3 players, Music CDs, video games, etc. are not allowed at school. These items will be removed from the student and it will be the parent's responsibility to retrieve the item from the office. If personal property is brought to school, it is not the school's responsibility for replacement should it be lost, damaged or stolen. Baseball bats (wood or metal) and balls are not to be brought to school.

Parties:

Three parties are permitted for each school year. Room mothers will plan parties for Winter Break, Valentine's Day and Spring Break. They are held the last 30 minutes of the day.

Homework Policy:

The teachers of Tipton are sincerely dedicated to giving our students the best education possible. This can only occur through a joint effort between the school and home.

Homework given at Tipton usually falls within one of the following categories:

1. Work not finished in class....This is the most common homework assignment. A teacher has a wide range of ability levels in a classroom, so some students finish the assigned work in class while others will need to spend some extra time at home.
2. Long Term Assignments....A teacher might assign a project which is due at a later date such as Science Projects, Mission Models or Country Reports. The student is expected to do a little bit of work each night.
3. Supplementary Classroom Work....This extra work is given to supplement or reinforce what the student has learned during the daily lesson.
4. Extra Credit Work....When a student wants to improve his/her grade, he/she may have the option of doing extra credit work. This is not a mandatory assignment. This is highly recommended for any student getting a grade below satisfactory. Extra Credit Work can only raise a student's grade by one letter grade (example C to a C+).

The amount of homework again depends on class work, ability level, desire to improve and other factors. One important thing to remember is, if your child is receiving any grade below "C" or "satisfactory", he/she definitely should be doing homework. Do not let your child convince you he/she is failing and there is nothing that may be done at home to solve the problem. If you have

any doubts, contact the school and ask to speak with the teacher. It is important that study patterns be developed early in the school year before students fall behind the rest of the class (refer to page 19 item “Q” Homework discipline procedure).

Homework requests:

If your child is absent from school for two or more days, you may call the school to request homework. Requests made prior to 10:00 A.M. will allow the teachers the necessary time to send work to the office by the conclusion of the school day. If your child is absent one day only, he/she will be given his/her missing work on the following day.

Computers and Internet Usage:

The School Board has established a Board Policy regarding the use of computers and Internet for all staff and students. Copies of the district policy will be given to every parent and student in the first week of school. Before any student is allowed Internet access, he/she and parents or guardians will have to sign a certification document stating they have received and understood the policy of the Tipton Elementary School District. This signed document will be kept on file at the school. No students will be allowed to access the Internet with school computers unless the document is returned to school signed.

No Child Left Behind Act of 2001:

Every district that receives Title I funds must ensure that all teachers teaching in “Core Academic Subjects” are highly qualified. In accordance with NCLB, parents or guardians have the right to request information regarding the professional qualifications of their child’s teacher including:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught
- Whether the teacher is teaching under emergency or other provisional status
- The baccalaureate degree major of the teacher and any other graduate certification or degree held
- Whether the child is provided services by paraprofessional, and, if so , their qualifications

Parents must also be notified if their child is taught by a teacher who is not “highly qualified” for four consecutive weeks.

FOGGY DAY PLAN

The foggy day plan for the 2020-2021 year is as follows:

Parents should listen for Foggy Day Broadcasts on radio stations **KJUG 106.7.**, **TV stations Channel 18, and Channel 30** will broadcast a message on television or a convenient app is available for your phone, Valley PBS. The first call informing parents and staff of a Foggy Day for Tipton “School will say, “Tipton ElementaryPlan”

PLAN A

- School classes will begin at 11:00 a.m.
- Country busses will run 3 ½ hours late.

- A town bus (west of freeway) will pick up students from 10:30 - 10:45 a.m.

If dense fog continues, a second message will appear after 10:30 a.m.

PLAN B

SCHOOL IS CANCELED causes could be due to fog, snow, power or water outage, etc.

PLAN S

Due to a safety concern on the Tipton School site school will start at 11:00 a.m.

SCHOOL BEGINS AT 11:00 AM and classes end at:

2:30 (Kindergarten)

3:20 (1-3 grades)

3:30 (4-8 grades)

SCHOOL PROGRAMS

Athletic Program:

Tipton's sports program is open for eligible 6th, 7th and 8th grade students. Any student meeting the "Activities Code" requirements is encouraged to try out for the team sports program. The sport activities offered include: volleyball, football, basketball, soccer, baseball and softball. It will be the coaches' decision to make final rosters of players that will participate on the team. Unfortunately, there are often not enough positions available for all students that try-out. If a student is cut, he/she is encouraged to try-out for the next sports season. It is important for students to understand the responsibility of their participation on Tipton's teams. Attendance at practices is mandatory to be eligible to play in during games or tournaments. Any player that misses two or more practices in a week, whether excused or unexcused, forfeits the privilege of playing that week.

Players that have lost the privilege to go to an away game must remain in school. If an ineligible player's parent checks his/her child out of school and then takes them to the away game, he/she will jeopardize the student's position on a team.

Track:

Participation is open to students in grades 4, 5, 6, 7, and 8. Students in 4th grade must meet an age requirement.

Visiting for games:

Parents are encouraged to visit and watch their child play in team sports. All visitors must have a visitor pass. Visitor Pass can be requested through the District Office. Preschool children are welcome to come with parent supervision.

Siblings of Tipton students may not come to games unless they are over the age of 18 or have graduated from high school. All other school age people, such as friends or relatives of Tipton players may not attend any sports events.

Extracurricular Activities:

Extracurricular examples include: athletics, assemblies, dances, student council, academic competitions, graduation ceremony, or any other school-related function which is not directly related to a course requirement. These activities are a privilege, not a right. Students are prohibited from participating in any afterschool activity on the day of an absence or a day if they owe detention.

Activities Code:

Students may be removed from extracurricular activities, such as athletics, assemblies, dances, field trips, academic competitions, graduation ceremony, or any other school-related function which is not directly related to a course requirement. If he/she fails to comply with any one of the following will result in this removal and loss of activity:

1. Grade Point Average (GPA) under 2.0
2. Attending school less than 85% of the time
3. Late arrival to school (excused or not) and/or late to class after recess breaks exceeding 15% of the time
4. Accumulated detention time or discipline referrals (including gum, candy, or dress code violations)
5. Failure to pay outstanding school debts

BLOCK T

Students can earn a “Block T” by participating in three Varsity level sports teams by 8th grade.

Dances:

Evening dances are offered to 6th, 7th, and 8th grade students. Students must return signed permission slips prior to the dance. The permission slips will have the due date and time for returning it. Only students absent on the due date for permission slips will be allowed to turn in late, signed slips. Parental transportation must be provided for each student at the conclusion of the dance. Students left without transportation after a dance may lose their future dance privileges. Please keep in mind the following:

- *Students must have all detention cleared to attend a dance.
- *Students absent on the day of a dance may not attend.
- *Outstanding debts prohibit attendance.
- *A GPA of 2.0
- *School Dress Code enforced at all activities.

Liability of Parents or Guardians-Minor’s Willful Misconduct, Damage:

The parents or guardians of any minor whose willful misconduct results in injury or death to any pupil or any person employed by a school district or who willfully cuts, defaces or injures in any way any property, real or personal of any school employee, shall be liable for all damages caused by the minor. The liability of the parent or guardian shall not exceed \$16,765. The parent or

guardian shall also be liable for the amount of any reward not exceeding \$16,765. The minors' parent or guardian is also liable for any/all property loaned by a public school and not returned on demand of the district.

Failure of a minor pupil to return property, or to properly pay for damages after being given due process, may result in grades, diploma, and/or transcripts being held until the property is paid for. Voluntary work shall be provided in lieu of paying for lost or damaged property should the parent or guardians be unable to pay.

Library:

The school library is available to all students. Teachers may send no more than five students at a time to the library during library hours. All classrooms will be able to visit the library once a week. All materials checked out are the responsibility of the student. If materials are lost or damaged, the student is responsible for reimbursement. Student with outstanding library debts or overdue books will not be able to check out new books until the book is returned or paid for.

Physical Education:

All students are expected to participate in P.E. activities. If a parent feels that a child is too ill to participate in P.E., a note signed by the parent will excuse the student from P.E. for a maximum of three (3) days out of P.E. If an illness or injury necessitates more than three (3) days out of P.E., a doctor's note is mandatory.

Independent Study Program:

A student may be assigned to a program of Independent Study when it appears to be the best interest of the student. Such an assignment requires a signed contract between the school, parents, and pupils. An Independent Study assignment shall be based on the individual needs of the student. Such a program may be utilized as an alternative to suspension, home teaching, or an extended family vacation. **Parents requesting the independent study must contact the school at least one week prior to the vacation.** To fulfill the Independent Study contract, all coursework must be completed and turned in to the office upon return. A minimum of five (5) days is required to be enrolled in the program. Tipton School Board has the right to deny Independent Study to any student.

School Government:

Elections for Student Body Offices are held in the spring, prior to each new school year. Classroom representatives are selected from each 5th-8th grade homeroom for each semester.

DISCIPLINE POLICY

Students who violate school rules and policies are subject to the discipline guidelines 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 need it.

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 8:25 each morning. The warning bell rings at 8:20. 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 after school 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 for 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 truanancies 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 absent 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 an 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 beverages, 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 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.

BULLYING PREVENTION POLICY

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.

The Student Code of Conduct includes, but is not limited to: Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Students are expected to immediately report incidents of bullying to the principal or designee. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. If the

complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Disciplinary Guidelines for Specific Offenses

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

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

- B. Arson, Vandalism/Defacing or use of explosives. In all cases, the student for damages or losses that occur will make payment, and all arson cases will be reported to the Fire Department and Police.
 - 1. First Offense
 - a. School site discipline
 - b. Suspension and parent conference
 - c. Referral to law enforcement
 - d. Severe violations will result in recommendation for expulsion and arrest.

- C. Battery
 - 1. Any Offense
 - a. Suspension and parent conference
 - b. Notify the police of the 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 an 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 reprisals, 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.

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.

Tipton Elementary School District **DRESS AND APPEARANCE 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 decisions 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. Capris for girls are allowed.

6. Black, white or tan cloth belts or brown or black leather belts with plain buckle only, no writing on belt or buckle.

The following items are NOT ALLOWED

- **Pants, shorts or cutoffs that are oversized, without hems, holes, frayed and/or slit up the side, sag or don't fit at the waist, or have excessively large legs**
- Oversized tops, halter tops, tube tops, backless dresses, mini-skirts, see-through tops, fish net, half tops, muscle shirts, undershirts, and tank tops with large arm holes, no bare midriffs
- Lycra stretch or other excessively tight or revealing clothing
- Any clothing worn inside out
- Any clothing that exposes posteriors or undergarments
- Pajama bottoms
- Students may not wear shoes with no back strap, flip flops, cleats, high heels, heelys/sport skate shoes or slippers.
- Head Covering - hats, caps, nets, bandanas. Hats, by nature of the color, arrangement, trademark, or any other attribute, those denote membership in gangs, or which advocate racial, ethnic, or religious prejudice, drug use, violence, intimidation or disruptive behavior are prohibited.
- Initialed belt buckles, wallets with attached chains, hanging belts, suspenders straps hanging off the shoulders.
- Hoop earrings larger than a dime, nose rings, facial or body studs. Jewelry or accessories that are disruptive or that might cause a health or safety hazard may not be worn.
- Glasses, other than prescription (inside buildings).
- Permanent or temporary tattoos are not allowed.
- Altered eyebrows, hair colors and/or styles that disrupt student education will not be allowed.
- Words or pictures that are not appropriate for the school environment may not be worn on clothing. (Examples include obscenities, symbols representing alcohol, drugs or tobacco, gang colors, gang materials, gang behavior, weapons, sexually explicit words or pictures, tagging, or violence.) Words and pictures on all garments may not be altered in any way. Words and pictures may not be added to plain garments.
- All clothing and materials with Old English or similar lettering will not be allowed.
- Makeup, fake or acrylic nails are not allowed in grades kindergarten through six.
- Hair styles which draw undue attention from the educational environment and not acceptable; i.e. unusual designs, colors, Mohawks (longer than 1”), tails, or unusual razor cuts.

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

CHARACTERCOUNTS!®

TRUSTWORTHINESS	
DO	DON'T
<ul style="list-style-type: none"> ● Tell the truth ● Be dependable ● Be sincere ● Keep promises ● Stand up for your beliefs 	<ul style="list-style-type: none"> ● Be ● Be loyal ● Lie ● Steal ● Be Sneaky ● Do anything wrong ● Cheat ● Gossip
RESPECT	
DO	DON'T
<ul style="list-style-type: none"> ● Honor all people ● Be tolerant ● Use nice words ● Follow the "Golden Rule" 	<ul style="list-style-type: none"> ● Be polite ● Be a bully ● Tease ● Use put-downs ● Hit or kick
RESPONSIBILITY	
DO	DON'T
<ul style="list-style-type: none"> ● Work hard ● Do your duty ● Do your best ● Be prepared ● Choose positive attitudes 	<ul style="list-style-type: none"> ● Make excuses ● Blame others ● Quit
FAIRNESS	
DO	DON'T
<ul style="list-style-type: none"> ● Treat people equally ● Gather all the facts ● Listen to both sides 	<ul style="list-style-type: none"> ● Take more than your fair share ● Take advantage of others
CARING	
DO	DON'T
<ul style="list-style-type: none"> ● Be kind ● Say "Thank you." ● Show concern for others 	<ul style="list-style-type: none"> ● Be considerate ● Be forgiving ● Be mean ● Be cruel ● Be insensitive
CITIZENSHIP	
DO	DON'T
<ul style="list-style-type: none"> ● Your share ● Volunteer ● Participate 	<ul style="list-style-type: none"> ● Obey the law ● Play by the rules ● Litter ● Break rules ● Disobey parents and adults

Adapted from "A Person of Character" by the Josephson Institute of Ethics.

Tipton Elementary School District Calendar 2020-2021

	M	T	W	T	F	Instructional Days	Non Inst. Days	Significant Dates	Explanation
Aug. 2020	3	4	5	6	7	14	3	Aug 3 - 7	1 Staff Floating Day (class prep)
	10	11	12	13	14			Aug. 10 & 11	2 Staff Pre-service days
	17	18	19	20	21			Aug. 12	First Day of School 1:30 Dismissal Day
	24	25	26	27	28			Aug. 19	Strategic Planning- Min. Day - 1:30 Dismissal
	31							Aug. 20	Back to School Night - 2pm Dismissal
								Aug. 26	Staff Development - 1:30 Dismissal
Sept. 2020		1	2	3	4	20	0	Sept. 7	Labor Day - No School
	7	8	9	10	11			Sept. 16	Fair Day - No School
	14	15	16	17	18			Sept. 2, 9 & 23	Strategic Planning- Min. Day - 1:30 Dismissal
	21	22	23	24	25			Sept. 30	Staff Development - 1:30 Dismissal
	28	29	30						
Oct. 2020				1	2	20	2	Oct. 9	End of 1st quarter (40 days)
	5	6	7	8	9			Oct. 12	Small School Staff Development
	12	13	14	15	16			Oct. 19	Parent/Teacher Conf. - No School
	19	20	21	22	23			Oct. 20	Parent/Teacher Conf. (make-up) - 2:00 Dismissal
	26	27	28	29	30			Oct. 7, 14, 21 & 28	Strategic Planning- Min. Day - 1:30 Dismissal
Nov. 2020	2	3	4	5	6	17	0	Nov. 4	Staff Development - 1:30 Dismissal
	9	10	11	12	13			Nov. 11	Veteran's Day
	16	17	18	19	20			Nov. 24	2:00 Dismissal
	23	24	25	26	27			Nov. 25 - 27	Thanksgiving Holiday
	30							Nov. 18	Strategic Planning- Min. Day - 1:30 Dismissal
Dec. 2020		1	2	3	4	14	0	Dec. 18	End of 2nd Quarter (45 days)
	7	8	9	10	11			Dec. 18	2:00 Dismissal
	14	15	16	17	18			Dec. 21 - Jan 8	Winter Vacation
	21	22	23	24	25				
	28	29	30	31				Dec. 2, 9 & 16	Strategic Planning - Min. Day - 1:30 Dismissal
Jan. 2021					1	14	0		
	4	5	6	7	8			Jan. 18	Martin Luther King, Jr. Day
	11	12	13	14	15			Jan. 13 & 27	Strategic Planning- Min. Day - 1:30 Dismissal
	18	19	20	21	22			Jan. 20	Staff Development - 1:30 Dismissal
	25	26	27	28	29				
Feb. 2021	1	2	3	4	5	18	0	Feb. 8	Lincoln's Birthday - No School
	8	9	10	11	12			Feb. 10	Staff Development - 1:30 Dismissal
	15	16	17	18	19			Feb. 15	President's Day
	22	23	24	25	26			Feb. 23 & 25	6-8th Parent/Teacher Conf. - 2:00 Dismissal
March 2021	1	2	3	4	5	20	0	March. 3	Staff Development - 1:30 Dismissal
	8	9	10	11	12			March. 12	End 3rd quarter (42 days)
	15	16	17	18	19			March 10, 17 & 24	Strategic Planning - Min. Day - 1:30 Dismissal
	22	23	24	25	26			March 23 & 25	Tk-5th Parent/Teacher Conf. - 2:00 Dismissal
	29	30	31					March. 26	2:00 Dismissal
								March 29 - April 5	Spring Break
April 2021				1	2	19	0		
	5	6	7	8	9			April. 5	Possible Fog Make-up Day #1
	12	13	14	15	16			April. 7, 14, 21 & 28	Strategic Planning - Min. Day - 1:30 dismissal
	19	20	21	22	23				
	26	27	28	29	30				
May 2021	3	4	5	6	7	20	0		
	10	11	12	13	14			May. 5	Staff Development - 1:30 Dismissal
	17	18	19	20	21			May 12, 19 & 26	Strategic Planning- Min. Day - 1:30 Dismissal
	24	25	26	27	28			May. 28	End of 4th Quarter (49 Days)
	31							May. 31	Memorial Day - No School
June 2021		1	2	3	4	4	0	June. 4	Last Day of School Graduation 7pm & 1:30 Dismissal
	7	8	9	10	11			June. 7	Possible Fog Make-up Day #2 1:30 Dismissal

Total Teacher Contract Days >>

180

5

NO SCHOOL-Vacation/Federal, Local Holiday or Parent/Teacher Conferences or Full Day Staff Development

Staff Development Days (1:30-3:30) - 7 Wednesdays

Fall & Spring Parent/Teacher Conferences - 2:00 dismissal Spring: 6th-8th Feb. 23 & 25; TK-5th March 23 & 25

Strategic Planning-Min. Day 1:30 dismissal

Board Approved March 2020

Tipton Elementary Activities Code 2020-2021

The Student is expected to cooperate in all matters relating to school rules and procedures. The rules and procedures are established for the smooth operations of the school and to minimize conflicts and misunderstandings.

Students may be removed from extracurricular activities such as athletics, assemblies, dances, academic competitions, extended field trips (beyond school day), graduation, or any other school-related function which is not directly related to a course requirement.

Failure to comply with any one of the following may result in this removal and loss of activity:

- Grade Point Average (GPA) under 2.0
- Attending school less than 85% of the time
- Late arrival to school (excused or not) and/or late to class after recess breaks exceeding 20% of the time
- Accumulated detention time or discipline referrals (including gum, candy or dress code violations)
- Failure to pay outstanding school debts

PARENT ACKNOWLEDGMENT

I have read and shared the Tipton Elementary School Handbook with my son/daughter. We understand that the rules and procedures are established for the smooth operation of the school and to minimize conflicts and misunderstandings.

We are fully aware of what is expected in the Activities Code and of necessary requirements for participation in extra-curricular activities.

Student's Name _____

Parent Signature

Student Signature

Grade _____ Homeroom Teacher _____

4. ADMINISTRATIVE: Action items:

4.7 Agreement with Infinity Communications and Consulting for Project #0292-21C



**PROJECT ATTACHMENT #0292-21C
TIPTON ELEMENTARY SCHOOL DISTRICT**

Master
Agreement No: 0292

SERVICES: CATEGORY TWO E-RATE RFP/APPLICATION MANAGEMENT

INFINITY'S RESPONSIBILITIES

Infinity shall perform the following tasks for our Category Two RFP and E-rate Application Management Services:

Procurement Consulting, including:

1. Coordinate with the Client to determine the "Procurement Programming" requirements, including, overall project scope, procurement objectives, and E-rate program compliance.
2. Present to the Client, for their approval, a procurement process and "Bidding Document" format that addresses both the Local/State and E-rate program rules and regulations.
3. Develop a "Bid Schedule" that complies with the Client's and the E-rate Program's procurement and award of contract requirements.

Bid Document Development, including:

1. Develop a "Bidding Document" based on the Client's specific procurement programming requirements. Bidding Document provided by Infinity to include; Bidder's Instructions, Procurement Compliance language, E-rate Program Compliance language, General Conditions, and Bid Forms.
2. Integrate the Client's provided "Design Documents" into the "Bidding Document" to produce a complete Request for Proposal (RFP). The "Design Document" provided by the Client will include, at a minimum, the following; scope of work, equipment and/or performance specifications, and a depiction of the existing affected site and/or system conditions.

Bid Process Management, including:

1. Oversight and management of the procurement process to ensure compliance with "bidding documents and E-rate procurement requirements.
2. Assist the Client in the preparation of a "Notice of Advertisement" and/or Form 470 publication language.
3. Publish the Request for Proposal (Bidding and Design Documents) on Infinity's "Projects" website.
4. Maintain a "Bidder's List" and document library for each project.
5. Assist the District in the response to prospective bidder's Pre-Bid request for information. Prepare and distribute project clarification(s) and addenda(s) to address questions from prospective bidders.
6. Organize and conduct opening of bid response(s). All bid openings will be conducted at Infinity's office, unless otherwise directed by the Client.

E-rate Application Management, including:

1. Consult with the Client to determine the filing strategy that best suits their needs.
2. Prepare and submit to the Client, for their certification, the following program forms; Form 470, Form 471, and Form 486.
3. Monitor and inform the Client of their Application and Funding Commitment status.
4. Coordinate with the Client and Service Provider to respond to Program Integrity Assurance (PIA) questions.
5. Assist the Client, if requested, in the preparation of program auditor's requested documentation.
6. Provide the Client with one (1) Electronic and one (1) Hardcopy copy of all pre-Form 471 "Bidding Documents", bid evaluations, and contracts, as required for Document Retention per the E-rate program.
7. Prepare and submit the Service Delivery Extension and/or Invoice Deadline Extension request(s).
8. Prepare and submit the Form 500 for certification and approval.
9. Prepare and submit **One (1)** Applicant Reimbursement Form 472 for certification and approval, per project.

Excluded from Infinity's Service Offering:

- System design, project engineering, drafting, and/or technical spec writing services.
- On-site services, including but not limited Job-Walks, Site Assessments, etc.
- E-rate Service Substitutions requests

Additional Services requested by the Client of Infinity to perform, other than those listed above and/or in the quantity listed above, will be billed to the Client at an Hourly rate plus actual and necessary expenses, per the attached *Compensation and Reimbursable Expenses Schedule*.



CLIENT RESPONSIBILITIES

The Client's responsibilities, for the successful completion of our **Category Two RFP and E-rate Application Management Services**, shall include:

1. Appoint and identify a representative to act on their behalf whom has the authority to render decisions.
2. Respond to requests from Infinity, no later than three (3) business days upon receipt of written request from Infinity, as not to cause unreasonable delay in the progress of Infinity's services.
3. Furnish all legal, insurance and accounting services, that may be reasonably necessary, that meet the Client's own needs and interests.
4. Provide reasonable access to the site and Client's personnel to allow Infinity to perform the work detailed in this agreement.
5. Provide Infinity with all "Design Documents" required for the successful completion of the agreed service, including, but not limited to; a scope of work for the requested services, equipment and/or performance specifications, project drawings and/or system single-line diagrams.
 - a. The Client accepts the sole responsibility and liability for the quality and accuracy of the "Design Documents" provided to Infinity.
6. Grant Infinity permission and license to distribute the provided "Design Documents" to perform the work described in this agreement.
7. Provide Infinity with all E-rate "Supporting Documents" required for the successful completion of the agreed service, including, but not limited to; Approved Free & Reduced Lunch numbers, Approved Technology Plan, Budget Information, Copy of CIPA Compliance, Evaluation of Bid Responses, Board Meeting Minutes, Copy of Executed Agreements, etc.
8. Provide a Letter of Authorization (LOA), authorizing Infinity, to act on the Client's behalf to file E-rate forms and respond to the USAC's request for information.
9. Sign and certify the E-rate forms required for the Client's application for funding, in a timely manner, as not to cause a failure to comply with the E-rate Program's time sensitive deadlines.
10. Comply with all of Schools and Libraries Division's (SLD) E-rate program rules and requirements, including but not limited to:
 - a. Conduct an "Open and Competitive" bid process, to comply with all applicable Local/State/Federal bidding laws.
 - b. Wait a minimum of 28 days after the posting of the Form 470 or the release of the RFP, whichever comes later, before selecting a Service Provider or executing a Contract.
 - c. Conduct a non-bias bid evaluation, per the E-rate Program's "Evaluations of Bid" requirements, with the cost of E-rate eligible goods and services as the highest weighted factor.
 - d. Award a contract the successful Bidder prior to submitting a request for funding (Form 471).
 - e. Maintain and update an "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (E-rate Program). The Client will provide Infinity a copy of the EAR for compliance with the "Inventory" section of E-rate's "Document Retention Policy".
11. Retain documents, for each funding request, related to the "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance" for a period of at least 10 years from the last date of service.

*** In the event, something unforeseen happens that is not covered under PROJECT ATTACHMENT #0292-21C with this contract, an additional fee will be negotiated before any additional services are provided.**

TERM OF CONTRACT:

This Agreement is for a term of **1 year**, with an expiration date of **July 31, 2021**.

Infinity's fee will be a one-time flat rate fee of **\$2,000.00**, for **Category Two RFP Management and E-rate Application Management Services**.

If additional services are requested by the Client that require a change order, Infinity will bill **5%** of the change order amount.

INFINITY

COMMUNICATIONS AND CONSULTING

Standard Hourly Rates Schedule

For additional works that is required outside the scope of the original project, the hourly rates listed will be charged. Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

Principal	\$175.00/hour
Sr. Systems Designer	\$155.00/hour
Systems Designer	\$125.00/hour
CAD Operator	\$75.00/hour
Sr. Project Manager	\$155.00/hour
Project Manager	\$95.00/hour
Design Team Coordinator	\$75.00/hour
Erate Compliance Consultant	\$140.00/hour
Erate Specialist, III	\$90.00/hour
Erate Specialist, II	\$75.00/hour
Erate Specialist, I	\$55.00/hour
Support Staff	\$50.00/hour


Reimbursable Expenses Schedule

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blue Print Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Long Distance Phone Calls	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.58/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rate Schedule Above

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

Infinity Communications & Consulting, Inc.



 Signature

 Martin Skiby

 Name

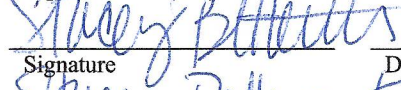
 P.O. Box 999, Bakersfield, Ca. 93302

 Address/City/Sate/Zip

 82-0573429

 Federal Tax ID#

Tipton Elementary School District

 7/27/2020

 Signature

 Stacy Belknap

 Name

 Superintendent
 Title

 370 N. Evans Rd. Tipton, CA 93222

 Address/City/Sate/Zip

 91-1883652

 Federal Tax ID#

5. FINANCE: Action items:

5.1 Vendor Payments

August 4, 2020 Board Meeting

APY List

		Date Paid between 6/5/2020 and 6/30/2020					
Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount	
14403	ALPHA ENTERPRISE CORP.	201718	6/26/2020	39007	010-00000-0-00000-81000-56000-0	\$180.00	
13036	AMERICAN FIDELITY	201610	6/12/2020	MAY 2020	010-00000-0-00000-00000-95024-0	\$317.04	
12788	ARAMARK UNIFORM SERVICES INC	201577	6/12/2020	503000058181	010-00000-0-00000-81000-56000-0	\$446.76	
12788	ARAMARK UNIFORM SERVICES INC	201578	6/12/2020	503000053842	010-00000-0-00000-81000-56000-0	\$446.76	
12788	ARAMARK UNIFORM SERVICES INC	201628	6/26/2020	503000062604	010-00000-0-00000-81000-56000-0	\$446.76	
12788	ARAMARK UNIFORM SERVICES INC	201629	6/26/2020	503000066695	010-00000-0-00000-81000-56000-0	\$446.76	
13904	AT&T	201579	6/12/2020	BAN9391028859	010-00000-0-00000-81000-59000-0	\$19.14	
14404	AT&T	201619	6/12/2020	072 082 6962 963	010-00000-0-00000-81000-59000-0	\$3,063.25	
13904	AT&T	201625	6/26/2020	BAN9391028858	010-00000-0-00000-81000-59000-0	\$196.59	
14404	AT&T	201747	6/26/2020	0826963964-052520	010-00000-0-00000-82000-59000-0	\$1,049.07	
14404	AT&T	201744	6/26/2020	0826963964-042520	010-00000-0-00000-81000-59000-0	\$3,063.25	
14404	AT&T	201745	6/26/2020	0826962963-052520	010-00000-0-00000-82000-59000-0	\$3,749.07	
14404	AT&T	201746	6/26/2020	0826963964-052520	010-00000-0-00000-81000-59000-0	\$2,700.00	
12548	CALIFORNIA TURF EQUIP. & SUPP.	201580	6/12/2020	457261	010-81500-0-00000-81000-43000-0	\$50.34	
12548	CALIFORNIA TURF EQUIP. & SUPP.	201714	6/26/2020	458672	010-63870-0-11100-10000-43000-0	\$75.89	
13682	CAL-STATE DISTRIBUTING	201713	6/26/2020	90859	010-63870-0-11100-10000-43000-0	\$109.06	
14245	CENTRAL VALLEY REFRIGERATION	201630	6/26/2020	30910	010-00000-0-00000-81000-56000-0	\$442.63	
14401	COOL SCHOOL STUDIOS	201581	6/12/2020	520123	010-56400-0-11100-10000-43000-0	\$164.30	
13796	E.M. THARP, INC.	201631	6/26/2020	PR113869	010-07230-0-00000-36000-43000-0	\$232.50	
13796	E.M. THARP, INC.	201632	6/26/2020	PR113883	010-07230-0-00000-36000-43000-0	\$899.33	
14375	F & M VISA s	201613	6/12/2020	8230 SOLIAN	010-63870-0-11100-10000-43000-0	\$297.66	
14374	F & M VISA b	201617	6/12/2020	7885 BETTENCOURT	010-00000-0-00000-27000-43000-0	\$187.50	
14374	F & M VISA b	201618	6/12/2020	7885 BETTENCOURT	010-07200-0-11100-10000-43000-0	\$91.52	
14387	F & M VISA h	201615	6/12/2020	8453 HENRY	010-00000-0-00000-72000-59000-0	\$1,629.45	
14387	F & M VISA h	201614	6/12/2020	8453 HENRY	010-00000-0-11100-10000-59000-0	\$1,000.00	
14387	F & M VISA h	201616	6/12/2020	8453 HENRY	010-00000-0-00000-72000-58000-0	\$18.37	
14387	F & M VISA h	201756	6/26/2020	xxxx 8453 Henry	010-90336-0-11100-10000-43000-1	\$607.73	
14387	F & M VISA h	201757	6/26/2020	xxxx8453 Henry	010-90336-0-11100-10000-43000-1	\$381.95	
14387	F & M VISA h	201758	6/26/2020	xxxx8453 Henry	010-90336-0-11100-10000-43000-0	\$349.90	
14387	F & M VISA h	201759	6/26/2020	XXXX8453 HENRY	010-90336-0-11100-10000-43000-1	\$379.84	
14387	F & M VISA h	201760	6/26/2020	XXXX8453	010-00000-0-00000-72000-58000-0	\$25.00	
14387	F & M VISA h	200058	6/26/2020	XXXX8453	010-00000-0-00000-00000-86990-0	-\$800.00	
14373	F & M VISA m	201611	6/12/2020	7893 MARTIN	010-81500-0-00000-81000-43000-0	\$500.00	
14373	F & M VISA m	201612	6/12/2020	7893 MARTIN	010-07230-0-00000-36000-43000-0	\$474.53	
14373	F & M VISA m	201761	6/26/2020	xxx7893	010-81500-0-00000-81000-43000-0	\$406.97	
14373	F & M VISA m	201762	6/26/2020	XXXX7893	010-00000-0-00000-72000-58000-0	\$40.96	

TIPTON ELEMENTARY SCHOOL DISTRICT

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
14102	FOLLETT SCHOOL SOLUTIONS, INC.	201707	6/26/2020	693508	010-07200-0-11100-24203-43000-0	\$1,313.82
14164	IEC POWER LLC	201588	6/12/2020	TESD-OM-INV29	010-99900-0-00000-81000-58000-0	\$2,608.37
14140	KAPLAN EARLY LEARNING CO.	201725	6/26/2020	91637899	010-90336-0-11100-10000-43000-0	\$501.37
12733	LAKESHORE	201638	6/26/2020	4862040520	010-90336-0-11100-10000-43000-1	\$430.68
11838	LANGE PLUMBING	201748	6/26/2020	851283	010-00000-0-00000-81000-43000-0	\$484.09
14371	LORI SMITH	201622	6/12/2020	REIMB.LOTTERY	010-11000-0-11100-10000-43000-0	\$85.44
14371	LORI SMITH	201661	6/26/2020	REIMB.MEALS.CA.ED	010-90111-0-11100-10000-52000-0	\$52.00
13961	LOWE'S	201684	6/26/2020	908534	010-00000-0-00000-81000-43000-0	\$90.66
13961	LOWE'S	201685	6/26/2020	908537	010-00000-0-00000-81000-43000-0	\$144.67
13961	LOWE'S	201686	6/26/2020	906007	010-00000-0-00000-81000-43000-0	\$163.83
13961	LOWE'S	201687	6/26/2020	901024	010-00000-0-00000-81000-43000-0	\$79.07
13961	LOWE'S	201688	6/26/2020	906781	010-00000-0-00000-81000-43000-0	\$331.34
13961	LOWE'S	201690	6/26/2020	908904	010-63870-0-11100-10000-43000-0	\$80.53
13961	LOWE'S	201691	6/26/2020	908635	010-63870-0-11100-10000-43000-0	\$63.47
13961	LOWE'S	201692	6/26/2020	908987	010-63870-0-11100-10000-43000-0	\$147.36
13961	LOWE'S	201693	6/26/2020	908633	010-63870-0-11100-10000-43000-0	\$158.76
13961	LOWE'S	201694	6/26/2020	920498	010-63870-0-11100-10000-43000-0	\$190.04
13961	LOWE'S	201695	6/26/2020	906182	010-00000-0-00000-81000-43000-0	\$227.28
13961	LOWE'S	201696	6/26/2020	999656	010-00000-0-00000-81000-43000-0	\$91.77
13961	LOWE'S	201697	6/26/2020	906524	010-00000-0-00000-81000-43000-0	\$191.02
13961	LOWE'S	201698	6/26/2020	989954	010-00000-0-00000-81000-43000-0	\$263.30
13961	LOWE'S	200052	6/26/2020	915649	010-63870-0-11100-10000-43000-0	-\$45.25
13961	LOWE'S	200053	6/26/2020	970865	010-00000-0-00000-81000-43000-0	-\$47.93
13961	LOWE'S	201689	6/26/2020	908488	010-63870-0-11100-10000-43000-0	\$166.96
12270	LOZANO SMITH	201722	6/26/2020	2110720	010-00000-0-00000-71000-58000-0	\$2,714.24
12270	LOZANO SMITH	201720	6/26/2020	2108689	010-00000-0-00000-71000-58000-0	\$2,245.42
12270	LOZANO SMITH	201721	6/26/2020	2108690	010-00000-0-00000-71000-58000-0	\$296.10
12270	LOZANO SMITH	201723	6/26/2020	2110721	010-00000-0-00000-71000-58000-0	\$1,184.40
14097	McGRAW-HILL SCHOOL EDUCATION	201710	6/26/2020	112837373001	010-63000-0-11100-10000-42000-0	\$78.52
14381	MENDOZA, YVONNE	201624	6/26/2020	5-6/2020 MILE REIMB.	010-00000-0-00000-72000-52000-0	\$89.70
14405	NORMA GARCIA	201664	6/26/2020	3/10/20	010-90336-0-11100-10000-58000-0	\$105.00
14405	NORMA GARCIA	201663	6/26/2020	3/12/20	010-90336-0-11100-10000-58000-0	\$105.00
12836	OFFICE DEPOT, INC.	201589	6/12/2020	485445835001	010-11000-0-11100-10000-43000-0	\$8.61
12836	OFFICE DEPOT, INC.	201590	6/12/2020	488795086001	010-11000-0-11100-10000-43000-0	\$10.65
12836	OFFICE DEPOT, INC.	201591	6/12/2020	485724025001	010-11000-0-11100-10000-43000-0	\$25.84
12836	OFFICE DEPOT, INC.	201592	6/12/2020	497590536001	010-11000-0-11100-10000-43000-0	\$64.40
12836	OFFICE DEPOT, INC.	201593	6/12/2020	492743170001	010-00000-0-00000-71500-43000-0	\$41.94
12836	OFFICE DEPOT, INC.	201595	6/12/2020	501064040001	010-11000-0-11100-10000-43000-0	\$108.45
12836	OFFICE DEPOT, INC.	201640	6/26/2020	492231193001	010-90336-0-11100-10000-43000-1	\$660.90

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
12836	OFFICE DEPOT, INC.	201643	6/26/2020	501707585001	010-11000-0-11100-10000-43000-0	\$81.31
12836	OFFICE DEPOT, INC.	201644	6/26/2020	501707585001	010-11000-0-11100-10000-43000-0	\$41.76
12836	OFFICE DEPOT, INC.	201700	6/26/2020	501061188001	010-07200-0-11100-10000-43000-0	\$2.78
12836	OFFICE DEPOT, INC.	201701	6/26/2020	501026850001	010-07200-0-11100-10000-43000-0	\$95.91
12836	OFFICE DEPOT, INC.	201703	6/26/2020	485638655001	010-11000-0-11100-10000-43000-0	\$15.94
12836	OFFICE DEPOT, INC.	201704	6/26/2020	488411862001	010-11000-0-11100-10000-43000-0	\$63.63
12836	OFFICE DEPOT, INC.	201705	6/26/2020	48879230001	010-11000-0-11100-10000-43000-0	\$113.20
12836	OFFICE DEPOT, INC.	201750	6/26/2020	510666547-001	010-90336-0-11100-10000-43000-1	\$472.76
12836	OFFICE DEPOT, INC.	201751	6/26/2020	510666845-001	010-90336-0-11100-10000-43000-1	\$342.87
12836	OFFICE DEPOT, INC.	201752	6/26/2020	510666843-001	010-90336-0-11100-10000-43000-1	\$59.28
12836	OFFICE DEPOT, INC.	201753	6/26/2020	510666844-001	010-90336-0-11100-10000-43000-1	\$100.62
12836	OFFICE DEPOT, INC.	201754	6/26/2020	510666849-001	010-90336-0-11100-10000-43000-1	\$61.39
12836	OFFICE DEPOT, INC.	200054	6/26/2020	50867397-001	010-11000-0-11100-10000-43000-0	-\$112.97
12836	OFFICE DEPOT, INC.	200055	6/26/2020	50867640001	010-11000-0-11100-10000-43000-0	-\$0.23
12836	OFFICE DEPOT, INC.	201639	6/26/2020	492231194001	010-90336-0-11100-10000-43000-1	\$109.01
12836	OFFICE DEPOT, INC.	201641	6/26/2020	492223477001	010-90336-0-11100-10000-43000-1	\$220.43
12836	OFFICE DEPOT, INC.	201702	6/26/2020	492743169001	010-00000-0-00000-71500-43000-0	\$20.97
12836	OFFICE DEPOT, INC.	201755	6/26/2020	510602435001	010-11000-0-11100-10000-43000-0	\$112.66
13562	ORIENTAL TRADING CO.	201623	6/26/2020	701162798-01	010-60100-0-11100-10000-43000-0	\$538.75
13562	ORIENTAL TRADING CO.	201642	6/26/2020	701162798-01	010-60100-0-11100-10000-43000-0	\$57.65
13851	PAUL AZEVEDO	201683	6/26/2020	1017	010-07230-0-00000-36000-58000-0	\$417.50
14273	PITNEY BOWES INC	201650	6/26/2020	1015777272	010-00000-0-00000-72000-59000-0	\$104.78
14186	Porterville Sheltered Workshop	201648	6/26/2020	108425	010-00000-0-11100-10000-58000-0	\$148.99
14186	Porterville Sheltered Workshop	201649	6/26/2020	108425	010-00000-0-11100-10000-58000-0	\$28.54
14179	PURCHASE POWER	201647	6/26/2020	8000-9090-0896-7114	010-00000-0-00000-72000-59000-0	\$245.96
14396	S & S AG AND AUTO PARTS	201671	6/26/2020	989971	010-00000-0-00000-81000-43000-0	\$2.90
14396	S & S AG AND AUTO PARTS	201672	6/26/2020	989218	010-00000-0-00000-81000-43000-0	\$10.76
14111	SISC	201607	6/12/2020	JUNE HW RET.BRD.ACTV	010-00000-0-00000-71000-34020-0	\$7,242.40

010-General Fund Total Expenditures:

\$135,549.82

FUND 130 CAFETERIA

CAFETERIA FUND 130

14397	FIRST QUALITY PRODUCE	201584	6/12/2020	353034	130-53100-0-00000-37000-47000-0	\$183.75
14397	FIRST QUALITY PRODUCE	201585	6/12/2020	352279	130-53100-0-00000-37000-47000-0	\$174.00
14400	FRESH START MEALS	201633	6/26/2020	TIPELM-0420	130-53100-0-00000-37000-47000-0	\$3,283.00
14400	FRESH START MEALS	201634	6/26/2020	TIPELM-0422	130-53100-0-00000-37000-47000-0	\$1,641.50
14400	FRESH START MEALS	201635	6/26/2020	TIPELM-0424	130-53100-0-00000-37000-47000-0	\$1,641.50
14400	FRESH START MEALS	201636	6/26/2020	TIPELM-0427	130-53100-0-00000-37000-47000-0	\$2,450.00

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
14400	FRESH START MEALS	201637	6/26/2020	TIPELM-0429	130-53100-0-00000-37000-47000-0	\$1,225.00
14246	FRESNO PRODUCE INC	201582	6/12/2020	962244	130-53100-0-00000-37000-47000-0	\$57.00
14246	FRESNO PRODUCE INC	201583	6/12/2020	962245	130-53100-0-00000-37000-47000-0	\$482.45
14246	FRESNO PRODUCE INC	201724	6/26/2020	962244	130-53100-0-00000-37000-47000-0	\$57.00
12921	GOLD STAR FOODS INC.	201586	6/12/2020	3341106	130-53100-0-00000-37000-58000-0	\$26.10
12921	GOLD STAR FOODS INC.	201587	6/12/2020	3341562	130-53100-0-00000-37000-58000-0	\$1.80
12921	GOLD STAR FOODS INC.	201659	6/26/2020	3352153	130-53100-0-00000-37000-58000-0	\$8.10
12921	GOLD STAR FOODS INC.	201660	6/26/2020	3351674	130-53100-0-00000-37000-58000-0	\$18.90
12921	GOLD STAR FOODS INC.	200056	6/26/2020	61946036	130-53100-0-00000-37000-47000-0	-\$0.95
13191	PRODUCERS DAIRY FOODS	201603	6/12/2020	48084979885	130-53100-0-00000-37000-47000-0	\$447.55
13191	PRODUCERS DAIRY FOODS	201604	6/12/2020	48084979241	130-53100-0-00000-37000-47000-0	\$932.40
13191	PRODUCERS DAIRY FOODS	201645	6/26/2020	48084983420	130-53100-0-00000-37000-47000-0	\$827.26
13191	PRODUCERS DAIRY FOODS	201646	6/26/2020	48084983420	130-53100-0-00000-37000-47000-0	\$636.02
12324	TULE TRASH COMPANY	201609	6/12/2020	68680	130-53100-0-00000-81000-55000-0	\$1,182.67

130-Cafeteria Fund Total Expenditures: \$15,275.05

FUND 140 Deferred Maintenance

DEFERRED MAINTENANCE FUND 140

13961	LOWE'S	201699	6/26/2020	89954	140-06205-0-00000-81000-43000-0	\$215.37
14369	THE HOME DEPOT PRO	201665	6/26/2020	549298396	140-06205-0-00000-81000-43000-0	\$13,827.05

140-Deferred Maintenance Total Expenditures: \$14,042.42

FUND 210 BUILDING FUND

14238	URBAN FUTURES INC	201737	6/26/2020	DISCLOSURE2019-196	210-99900-0-00000-85000-58000-0	\$1,000.00
-------	-------------------	--------	-----------	--------------------	---------------------------------	------------

210- Building Fund Total Expenditures \$1,000.00

14238	URBAN FUTURES INC	201738	6/26/2020	DISCLOSURE2019-196	350-77100-0-00000-85000-58000-0	\$2,000.00
14238	URBAN FUTURES INC	201739	6/26/2020	DISCLOSURE2019-196	351-77100-0-00000-85000-58000-0	\$500.00

350-County School Facility Fund - New Construction \$2,500.00

TOTAL PAYMENTS \$168,367.29

August 4, 2020 Board Meeting

APY List

FISCAL YEAR 2020-2021

Date Paid between 7/1/2020 and 7/27/2020

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
14399	AAA NETWORK SOLUTIONS, INC	210001	7/17/2020	9401	010-90100-0-00000-82000-58000-0	\$329.33
13670	AERIES,INC - EAGLE SOFTWARE	210012	7/17/2020	MS-7572	010-00000-0-11100-10000-58000-0	\$6,967.46
13036	AMERICAN FIDELITY	210027	7/17/2020	JUNE 2020	010-00000-0-00000-00000-95024-0	\$317.04
13987	AMS.NET	210059	7/17/2020	0039244	010-90100-0-00000-82000-58000-0	\$912.00
12788	ARAMARK UNIFORM SERVICES INC	210031	7/17/2020	503000075544	010-00000-0-00000-81000-56000-0	\$415.76
13904	AT&T	210054	7/17/2020	BAN9391028858	010-00000-0-00000-81000-59000-0	\$181.99
13904	AT&T	210032	7/17/2020	BAN9391028859	010-00000-0-00000-81000-59000-0	\$19.32
12549	CALIFORNIA SCHOOL BOARDS ASSN.	210014	7/17/2020	INV-52762-C7H4K4	010-00000-0-00000-72000-58000-0	\$3,795.00
12549	CALIFORNIA SCHOOL BOARDS ASSN.	210015	7/17/2020	INV-51772-J8V4Y5	010-00000-0-00000-72000-53000-0	\$6,421.00
12548	CALIFORNIA TURF EQUIP. & SUPP.	210047	7/17/2020	457364	010-81500-0-00000-81000-43000-0	\$20.88
13309	CASBO	210017	7/17/2020	627546	010-00000-0-00000-72000-53000-0	\$1,000.00
5481	EMPLOYMENT DEVELOPMENT DEPT.	210018	7/17/2020	94238433 Q2.2020	010-00000-0-00000-00000-95025-0	\$493.89
14241	Explore Learning	210022	7/17/2020	00077334	010-41270-0-11100-10000-58000-0	\$5,931.00
14374	F & M VISA b	210055	7/17/2020	7885 BETTENCOURT	010-00000-0-00000-72000-59000-0	\$275.00
14270	FIRST BOOK NATIONAL OFFICE	210010	7/17/2020	700301095	010-90336-0-11100-10000-43000-0	\$2,533.05
14359	FRONTLINE TECH. GROUP LLC	210013	7/17/2020	INVUS116717	010-00000-0-00000-72000-58000-0	\$3,564.90
13744	GREENFIELD LEARNING, INC.	210009	7/17/2020	7772	010-30100-0-11100-10000-58000-0	\$11,900.00
14385	ILLUMINATE EDUCATION INC	210005	7/17/2020	CINV0000001599	010-07200-0-11100-10000-58000-0	\$5,392.90
13957	INFINITY COMM. & CONSUL., INC.	210028	7/17/2020	11085	010-00000-0-00000-71000-58000-0	\$3,375.00
13500	INTERACTIVE EDUCATIONAL SER.	210011	7/17/2020	184413	010-00000-0-00000-72000-58000-0	\$750.00
13882	MOBILE MODULAR MGT. CORP.	210006	7/17/2020	2056856	010-00000-0-00000-81000-56000-0	\$610.00
13882	MOBILE MODULAR MGT. CORP.	210007	7/17/2020	2056796	010-00000-0-00000-81000-56000-0	\$610.00
13882	MOBILE MODULAR MGT. CORP.	210008	7/17/2020	2056797	010-00000-0-00000-81000-56000-0	\$610.00
12836	OFFICE DEPOT, INC.	210029	7/17/2020	374850304001	010-11000-0-11100-10000-43000-0	\$39.19
14070	PIXLEY AUTO PARTS	210045	7/17/2020	27201	010-81500-0-00000-81000-43000-0	\$34.46
14109	RENAISSANCE LEARNING INC.	210002	7/17/2020	INV5166304-711737	010-07200-0-11316-10000-58000-0	\$1,500.00
14109	RENAISSANCE LEARNING INC.	210003	7/17/2020	INV5166304-711737	010-07200-0-11327-10000-58000-0	\$2,000.00
14109	RENAISSANCE LEARNING INC.	210004	7/17/2020	INV5166304-711737	010-07200-0-11100-10000-58000-0	\$5,434.00
13717	SCHOOLWORKS, INC.	210052	7/17/2020	3391	010-00000-0-00000-72000-58000-0	\$7,500.00
14111	SISC	210019	7/17/2020	JULY HW RET.BRD.ACTV	010-00000-0-00000-00000-95024-0	\$59,637.60
14111	SISC	210020	7/17/2020	JULY HW RET.BRD.ACTV	010-00000-0-00000-00000-95028-0	\$6,763.96
14111	SISC	210021	7/17/2020	JULY HW RET.BRD.ACTV	010-00000-0-00000-71000-34020-0	\$7,242.40
13306	SMALL SCHOOL DISTRICTS' ASSOC.	210016	7/17/2020	17-02878	010-00000-0-00000-71000-53000-0	\$1,050.00
14369	THE HOME DEPOT PRO	210048	7/17/2020	558274031	010-81500-0-00000-81000-43000-0	\$52.22
14369	THE HOME DEPOT PRO	210049	7/17/2020	558733853	010-81500-0-00000-81000-43000-0	\$115.23
14369	THE HOME DEPOT PRO	210050	7/17/2020	558008074	010-81500-0-00000-81000-43000-0	\$168.74

Vendor No	Vendor Name	Reference Number	Payment Date	Invoice Number/Desc.	AccountCode	Amount
14369	THE HOME DEPOT PRO	210051	7/17/2020	557999059	010-81500-0-00000-81000-43000-0	\$204.16
12264	TIPTON AUTO PARTS	210035	7/17/2020	10121	010-81500-0-00000-81000-43000-0	\$26.88
12264	TIPTON AUTO PARTS	210036	7/17/2020	10248	010-81500-0-00000-81000-43000-0	\$2.42
12264	TIPTON AUTO PARTS	210037	7/17/2020	10296	010-81500-0-00000-81000-43000-0	\$9.69
12264	TIPTON AUTO PARTS	210038	7/17/2020	10846	010-81500-0-00000-81000-43000-0	\$10.78
12264	TIPTON AUTO PARTS	210039	7/17/2020	10968	010-81500-0-00000-81000-43000-0	\$29.06
12264	TIPTON AUTO PARTS	210040	7/17/2020	11094	010-81500-0-00000-81000-43000-0	\$21.94
12264	TIPTON AUTO PARTS	210041	7/17/2020	11107	010-81500-0-00000-81000-43000-0	\$92.61
12264	TIPTON AUTO PARTS	210042	7/17/2020	11193	010-81500-0-00000-81000-43000-0	\$7.53
12264	TIPTON AUTO PARTS	210043	7/17/2020	11198	010-81500-0-00000-81000-43000-0	\$265.59
12264	TIPTON AUTO PARTS	210044	7/17/2020	11418	010-81500-0-00000-81000-43000-0	\$3.78
5760	TIPTON COMMUNITY SERVICES DIST	210023	7/17/2020	10040002	010-00000-0-00000-81000-55000-0	\$1,045.56
13582	TULARE CO. SCHOOL BOARDS ASSN.	210060	7/17/2020	2020-2021 MEMBERSHIP	010-00000-0-00000-71000-53000-0	\$60.00
13463	TULARE COUNTY OFFICE OF EDUCAT	210030	7/17/2020	202152	010-00000-0-00000-72000-59000-0	\$2,400.00
14354	WIZIX TECH GROUP INC	210057	7/17/2020	164113	010-00000-0-11100-10000-58000-0	\$90.58
14354	WIZIX TECH GROUP INC	210058	7/17/2020	164115	010-00000-0-11100-10000-58000-0	\$135.37
14354	WIZIX TECH GROUP INC	210033	7/17/2020	164114	010-00000-0-00000-72000-58000-0	\$176.16

010-General Fund Total Expenditures: \$152,545.43

FUND 130 CAFETERIA

CAFETERIA FUND 130

12921	GOLD STAR FOODS INC.	210025	7/17/2020	3372036	130-53100-0-00000-37000-58000-0	\$9.00
12921	GOLD STAR FOODS INC.	210026	7/17/2020	3373042	130-53100-0-00000-37000-58000-0	\$18.00

130-Cafeteria Fund Total Expenditures: \$27.00

TOTAL PAYMENTS \$152,572.43