

AGENDA

SPECIAL BOARD MEETING

Monday, October 12, 2020

6:00 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. **ADMINISTRATIVE: Action items:**

3.1 Tipton Elementary School Waiver

3.2 Field Trip Request

3.3 Surplus Copiers

4. **Adjournment**

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

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

Agenda Posted: Friday, October 9, 2020

3. ADMINISTRATIVE: Action items:

3.1 Tipton Elementary School Waiver



Tipton Elementary School
Waiver to Reopen
Tulare County

Background Information

Name of Applicant: Tipton Elementary School

School Type:

Traditional Public School

Charter School

Private, Independent, or Faith-Based School

Number of Schools: 1 Enrollment/ADA: 524

Superintendent Name: Stacey Bettencourt

Principal Name: Dr. Cherie Solian

Address: 370 N. Evans Rd.

Tipton, CA 93272

Grades Proposed to be Reopened:

TK K 1st 2nd 3rd 4th 5th 6th

Date of Proposed Reopening: November 9th for Tk-2nd and November 30th for 3rd - 5th

Name of Person Completing the Application: Stacey Bettencourt in consultation with Dr. Cherie Solian, Principal

Phone Number: 559-752-4213

Email: Stacey Bettencourt, Superintendent: sbettencourt@tipton.k12.ca.us

Dr. Cherie Solian, Principal: csolian@tipton.k12.ca.us

Principal Signature: Dr. Cherie Solian Date: 10/8/20

Superintendent Signature: Stacey Bettencourt Date: 10/8/2020

I. Consultation

Please confirm consultation with the following groups:

Labor Organizations

On May 18, 2020, TESD held an initial meeting, which included grade level teacher representatives, local bargaining units, the superintendent and the school principal to discuss reopening the school to in-person instruction for the 2020-2021 school year. Scheduling options were provided and discussed along with challenges and protocols that needed to be established. Consultation with staff has taken place via school surveys, emails, phone calls, and virtual meetings. Additional Meetings took place on June 9, July 8, August 10, September 8 and 10. At our most recent staff meetings, the topic of applying for a school waiver was discussed. Surveys were provided to staff members on July 17th. Local bargaining units were surveyed in September regarding the opportunity for TESD to apply for a waiver that would allow students to return to school for grades TK- 6th grade. 56% of CSEA members and 38% of CTA members supported the waiver. The majority of CSEA and CTA members participated in the survey.

The School Board discussed the schools reopening plan on June 9, July 16 and 23, August 8 and September 9. On October 6, 2020 the results of the survey and an update on the waiver process was discussed with the Board along with the current COVID cases and the positivity rates in Tulare County. The Board also approved an updated reopening plan. The Board would like to move forward with the waiver process. The waiver will be provided to the Board for their review and approval on October 12, 2020.

Parent and Community Organizations

On May 20, 2020 a random sample was conducted to survey parents regarding plans for reopening in August 2020. On July 10, 2020 a survey was sent out to families of TESD to complete and provide feedback regarding which learning model they preferred for their child to participate in. The school received 306 responses to the survey. TESD also held a drive thru the week of July 27, 2020 to give technology information packets along with the survey asking parents to select which learning model they wanted once the school was able to open for in-person instruction. Phone calls were made as well as home visits by the principal. A School Site Council Meeting and English Learner Advisory Committee was held on August 31st which included staff and parents. An additional parent meeting was held on September 11th to share the schools plans for reopening as well as safety measures the school would be following. All parents were called again in September to confirm their selection for distance learning or the blended model. 353 parents wanted their children to return to school with

171 choosing to stay with distance learning. A parent presentation was provided to parents on September 29th to share bus safety protocols.

II. Elementary School Reopening Plans

See attached plan

Cleaning and Disinfection:

Sanitizing of each classroom is currently completed and will continue to be completed every afternoon. This includes the use of foggers and approved sanitizer. Each student has been issued their own Chromebook. Teachers will designate learning materials for each student that will not be shared with others. Teachers will maintain the sanitization of the classroom and materials during the day. Door handles, light switches, faucet handles etc. will be wiped down and sanitized by custodial staff daily. The school office is wiped down multiple times throughout the day. Toilets and sinks will be washed and sanitized at various times throughout the day as needed by the custodial staff. A log for daily bathroom cleaning will be kept for each bathroom documenting date, time and custodian who cleaned the bathroom.

Recess times are staggered and outdoor play areas are divided into sections/zones by cohorts to provide proper distancing and a better opportunity for safe supervision of each cohort. Cohorts will be assigned a different area to play each week. All students will clean their hands before and after recess. Teachers will distribute equipment from their class to their students. Classroom equipment will be sprayed down with no-rinse disinfectant after each recess session. Students will not share equipment.

If a student is a bus rider, they will be assigned a seat on the bus that is 6 feet in distance from another student. Siblings will sit together. Students must stay in assigned seats and adhere to social distancing guidelines. Face coverings must be worn at all times while on the bus. All students will have their temperature taken while boarding the bus along with sanitizing their hands. Buses will be disinfected between routes and multiple bus schedules have been added to accommodate the health department guidelines for transportation.

Cohorting:

Each classroom of students will remain as a group for the entirety of the school day. For breakfast, students will sanitize as they enter the campus. After sanitizing their hands, students will receive a pre- packaged breakfast in a Grab-N-Go bag. Students will go directly to class adhering to the

social distancing marks on the walkway and direction arrows indicating traffic patterns. Students will take their breakfast to the classroom to eat at their desk. Students will remove their masks and place them in a plastic bag while they are eating. When students finish their breakfast, they will put their face masks back on. Students will place trash in waste can, adhering to traffic patterns established by the teacher.

For lunch, students will walk to the multipurpose room adhering to the social distancing marks and traffic pattern arrows on the ground. Students will sanitized their hands on the way into the multipurpose room. Students will wear face masks until they are seated to eat. They will wait in line adhering to the social distancing stickers on the floor. Students will take prepackaged lunches and sit at an appropriately distance seat at a table. Students will be seated with their cohort. Lunch and recess times are staggered by grade levels. All students will remain with their cohort during recess times.

Entrances, Egress, and Movement within the School:

Please see the attached map, which will be provided to parents/guardians for drop off and pick up procedures. Staggered start and end times for each grade level have been established to limit the number of students entering and exiting campus. There are three designated entrances and exits for students. Bus riders will be the only students dropped off and picked up each day next to the multipurpose room. Three other entrances and exits will be used by students walking or being dropped off. Parents will be able to pull into the circle drive on South Woods Avenue to drop off and pick up their child. Students will be taken to their dismissal point by teachers or designated staff members. Staff will wait with students until all students are picked up. If students are not picked up by a reasonable time staff will bring students to the front of the office and notify office staff. Kindergarten parents will drop of their child at the north gate on Evans Road located at the circle driveway. Students will walk to their designated classroom. We will use walkie-talkies to dismiss the students out of the Kindergarten classroom to meet their parents at the gate. Parents will need to socially distance while waiting for their student. Socially distant markers have been placed along the sidewalks and outside classrooms to ensure students maintain 6 feet of distance. Arrows have been added to direct the flow of traffic around campus. Teachers and staff should limit their travels around campus and to and from common areas (office) to those essential needs. Make every effort to consolidate trips to the office and copy areas.

Face Coverings and Other Essential Protective Gear:

Staff should teach and reinforce the use of face coverings, masks, or face shields. Face coverings are most essential when physical distancing is not practicable. Food service workers and staff in routine contact with the public (e.g., front office) need to wear facial coverings. Staff working in isolation (i.e., dedicated office, classroom with nobody else present, etc.) may remove their face coverings until they leave that setting or when other people enter their area. Food Service employees must wear face masks and gloves when preparing, delivering, or serving food. Bus drivers must wear face coverings while driving a bus with students on board. All staff should have a mask with them at all times.

Face coverings are required at all times for all students while riding the bus and while on campus. Students will be provided a mask but are encouraged to use their own. Students are encouraged to use a cloth face covering. We have extra cloth masks as well as disposable masks for all students and staff, which are located in the main office. All school buses will have extra disposable masks if needed. Staff have been provided a face shield and disposable masks. All employees who are taking student temperatures as they enter the school grounds will wear a mask. Students will have a labeled bag that they will put their mask in prior to eating. Once the student has finished eating, they will be asked to put their mask back on.

Health Screening for Students and Staff:

All employees are to complete the Return to Work Affirmation. Employees must conduct a daily self-assessment to ensure that they are well enough and symptom free and able to come to work. This is a mandatory requirement. All students will do a self-check daily before coming to school. All students will have their temperature taken prior to boarding the school bus and arriving on campus. The protocol is as follows:

1. Temperature checks with touchless thermometer will be taken at the gate or when getting on the bus. Parents are strongly encouraged to take their child's temperature before getting in the car or coming to the bus stop to ensure they do not have a fever. If a student has a temperature of 100.4 F or higher, the student must stay home. They must be free of a temperature for 24 hours without fever-reducing medication.
 - a. Parents who are dropping off their students must wait for staff to take the students temperature before they leave.
 - b. If a student's temperature is higher than 100.4, they will automatically be returned to the car. If they are a bus rider and the parent/guardian is present, they will be returned

to their parent/guardian. If no parent/guardian is present the student will be placed in a seat away from others. The bus driver will notify the office so that parents/guardians may be contacted and directed to pick up their child at the main office. Students will be brought immediately to the isolation room located next to the main office once the bus arrives on campus. They will remain there until they are picked up. If the student is a walker and has a fever they will be brought immediately to the isolation room and parents/guardians will be called for pick up. Parents are to pick up their child immediately after receiving a phone call from the school.

- c. Students who show signs of illness during the school day have a temperature of 100.4F, or higher will be sent home from school. The student shall wear his/her face mask/face shield and the student shall be isolated from the non-ill students until parent pick up. A staff member should contact parents or guardians immediately for pick-up of the student. Students who need to be sent home due to illness will be assessed and then isolated as per district health office guidelines. Other non-illness student health needs will be initially checked by trained staff and sent to the office only when necessary. Minor injuries or other issues will be treated when the office is clear of students with fever.
- d. When positive cases in staff or students arise, health personnel or other designated staff will determine the impact of the situation, in conjunction, with the Tulare County Health Department to advise on the next step. Next steps may include keeping a student quarantined, closing a classroom, or closing a grade level. A last resort would be to close the school entirely should the administration deem it necessary after consultation with health officials.
- e. Staff who show signs of illness or have a temperature of 100.4F or higher should not come to school, or if already at school, should go home immediately.
- f. Staff are considered sick when there are symptoms of illness, even mild symptoms. Staff with symptoms of illness are to stay home from work and use their appropriate leave entitlement.
- g. Staff may return to work 24 hours after he/she no longer has a fever and is not using any fever reducing medication.
- h. If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the Administration must be informed in order to ensure proper leave benefits are applied and any legal notices are given.
- i. It is recommended that a person with diagnosed COVID-19 isolates themselves as much as possible in their home away from other family members and avoid all physical contact with others in the home. Employees may not return to work until a clearance note from a healthcare professional is submitted.

Healthy Hygiene Practices:

Students at TESD will not be allowed to use the drinking fountains during this time. They will be turned off and will not be available for use. Students will be provided individual paper cups to use at the water station if needed. They may also use their own water bottle to fill up. Water stations will be disinfected after each use. Hand sanitizer will be placed inside each classroom entry door. Free standing hand sanitizing stations are being positioned around the campus for easy access. Upon entering the classroom, all students will wash their hands or use hand sanitizer (gel in, gel out). Staff will teach students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow. Tissue should be thrown away in the trashcan when students are finished using it and sanitize their hands. Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. Hand washing should be done frequently throughout the day. Staff should model, practice, and monitor proper handwashing. Before returning to in-person instruction, teachers will conduct an online lesson with their students to preview the safety protocols before students return to school as well as a lesson on hand washing and proper use of wearing a mask. Videos are available on the TESD website regarding staying home when you are sick, washing hands, and wearing cloth face covering.

Identification of Tracing of Contacts:

The Superintendent, Stacey Bettencourt will immediately notify the Tulare County Public Health Liaison and the school nurse. Superintendent, Stacey Bettencourt and the Principal, Dr. Cherie Solian, are the contact tracers for Tipton Elementary School and will conduct all the contact tracing in consultation with TCHHSA. In the event that both Stacey Bettencourt and Dr. Cherie Solian are unavailable, MOT Director, Fausto Martin and Resource Teacher, Desiree Heinks will conduct contact tracing. These officials will help administrators determine a course of action for the school.

Steps of Contact Tracing:

- 1. Asses the risk – identify close contacts, create a list, take action*
- 2. Identify close contact – was the person within 6 feet for a prolonged period of time (more than 15 minutes) with the confirmed person? Were they wearing a mask?*

3. Identify exposure locations – classroom, bus, entrance, exit and or common areas etc.
4. Start the Facility Contact List Risk Assessment Spreadsheet – risk level- high or low?

Specific Time/Distance, PPE and Description

- a. If high – 14 day quarantine
 - b. If low – remain in school and monitor symptoms
5. Be prepared to take action
 - a. Confirmed Positive – Isolate
 - b. High Risk – Quarantine
 - c. Low Risk – Monitor Symptom

**** All high risk contacts will need to be covid tested by the end of the quarantine.**

Physical Distancing:

All desks have been arranged in each classroom observing 6 feet of social distancing. Tape or floor decals will be used to indicate the 6 feet of distance that must be maintained in the office or waiting in lines and around campus. Acrylic dividers will be used in the front office to ensure safety to our office staff when needing to deal directly with a family member or student at the office. Posters will be posted around campus to remind everyone to social distance by 6 feet and to wear a mask.

Staff members observe distancing in all shared spaces such as the teacher work room and in hallways. If teachers need to speak with one another they will observe the 6 feet of distance and meet outside when practicable. It is encouraged to use zoom or phone communication rather than speak to each other in person.

An acrylic divider has been placed on the front counter of the office as well as personal desks to ensure safety to our office personnel. There is only one entrance and exit to the front office. A sign is posted on the window next to the main office door that states only 2 people are allowed in the office at one time along with wearing a mask and social distance reminders.

In an effort to reduce the chance of exposure to COVID-19 and other illnesses, visitors and volunteers will not be permitted without the consent of school administration. This also includes parents dropping off or picking up students. Students will have to enter campus without parents, and parents must wait for students in assigned areas for pick up.

All parent teacher conferences will be held over the phone or via Google Meets/Zoom video conferencing. All staff and teacher meetings along with any school sponsored meeting will be held through Zoom video conferencing.

Staff Training and Family Education:

Staff were trained on new guidelines and procedures for health and safety before the beginning of the school year. Each staff member was assigned an online training through Keenen and Associates as well as a safety training provided by our school nurse. This training included COVID-19 procedures and safety protocols.

All families were provided an updated student handbook, which was approved by the School Board that included a section on school procedures and rules during distance learning. The school website has a variety of resources available to parents and the community.

Testing of Students and Staff:

Any student or staff member who has any symptoms of the virus or reports that they have been exposed will be sent home immediately or if notified by phone will be encouraged to get a COVID test. Parents and employees must have a letter from a qualified physician stating the child or employee is safe to return to school. That letter must be shared with the school superintendent or principal before the child or employee is allowed back to school. Staff are tested periodically by their primary care provider or by referring teachers to a community-testing site, as testing capacity permits and as practicable. Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.

Testing sites in Tipton, CA:

Tipton Medical Clinic

565 N. Thompson Rd.

Tipton, CA

559-752-4147

Testing sites in Tulare and Visalia, CA:

CVS Tulare

- 2175 E Bardsley Ave, Tulare · (559) 685-0123 · Appointment needed and testes limited to certain patients
- 1395 E Prosperity Ave, Tulare · (559) 688-2992 · Appointment needed and testes limited to certain patients

CVS Visalia

- 3619 W Caldwell Ave, Visalia · (559)732-5971 · Appointment needed and testes limited to certain patients
- 1102 N Demaree St, Visalia · (559) 738-8629

You can also visit this link for more testing locations.

<https://covid19.tularecounty.ca.gov/covid-19-testing-sites/>

Triggers for Switching to Distance Learning

Tipton Elementary, with consultation from TCHHSA, will close for 14 days if 5% of the school becomes infected. TESD may typically reopen after 14 days, in consultation with the local public health department provided a thorough cleaning and disinfection regimen has been completed and Public Health has been consulted and done their investigation of the outbreak.

Communication Plans

The Superintendent or Principal will send a letter to all parents explaining the cases and exposure without releasing student or staff names. Tipton Elementary will use our teleparent phone system to communicate messages to all of our parents. At all times, student and staff confidentiality will be of utmost importance and names or other identifying information will not be revealed.

Tipton Elementary 2020-2021

| Teacher | Gr. | Homeroom |
|--------------|------|----------|
| Smith | K | 104 |
| Diaz | TK/K | 101 |
| Lowry | K/1 | 102 |
| Open | | 109 |
| Richmond | 1 | 108 |
| Moreno | 1 | 110 |
| Munoz | 1 | 107 |
| Intervention | K-8 | 201 |
| After School | | 201 |
| Medina | 2 | 202 |
| Bickers | 2 | 203 |
| Hatfield | 2 | 204 |
| Munoz | 3 | 301 |
| Avila | 3 | 302 |
| Benedetti | 3 | 303 |

| | | |
|---------------------|-----|-----|
| Landeros | 4 | 403 |
| McReynolds | 4 | 404 |
| Morton | 4/5 | 401 |
| Valencia | 5 | 501 |
| Gilbert | 5 | 502 |
| Open | | 503 |
| Lampe | 7 | 504 |
| Rocha | 6 | 604 |
| Starling | 7 | 603 |
| Marroquin | 7 | 602 |
| Burrell | 8 | 601 |
| Manfredi- Maga | 6 | 606 |
| Nuckols | 8 | 607 |
| Hurtado | 6 | 608 |
| Computer Lab TK-5th | | 304 |
| Computer Lab 6-8th | | 605 |

| | | |
|-----------------|--|-----|
| Speech | | 614 |
| RSP/Aide | | 613 |
| Psych | | 614 |
| TYSB | | 612 |
| Early Child | | 105 |
| Special Friends | | 106 |

Bus Barn
706/726
752-4696

| | | |
|------------------------|---------------------|----------------------|
| 108 1st Richmond | 109 Intervention | 110 1st Moreno |
|------------------------|---------------------|----------------------|

| |
|---------------------------|
| 102 K/1st K-2 Lowry |
|---------------------------|

| |
|---------------------|
| 104 Smith K-3 |
|---------------------|

| |
|-----------------------|
| 101 TK/K-1 Diaz |
|-----------------------|

| |
|-------------------------------|
| 103 Pre-School 753-4106 |
|-------------------------------|

| | | | |
|-----|-----|-----|---------|
| 107 | 1st | 106 | Aguirre |
|-----|-----|-----|---------|

| | | | |
|-----------------|-----|---------|-------------|
| Special Friends | 105 | Almeida | early steps |
|-----------------|-----|---------|-------------|

EAST

Smith Rd. Bus drop off only

Cafeteria

Multi -Purpose Building

| | |
|-----------------------|------------------------------|
| 604 Rocha 6 | 608 Landeros 6 |
| 603 Starling 7 | 607 Nuckols 8 |
| 602 Marroquin 7 | 606 Manfredi- Magana 8 |
| 601 Burrell 8 | 605 Comp. Lab |
| 702 Henry | 727/730 Mendoza/Sanchez |

| |
|----------------------|
| 504 Lampe 7 |
| 503 |
| 6 |
| 502 Gilbert 5 |
| 501 Valencia 5 |
| RR RR |

| | |
|------------------------------|----------------------------|
| Community Room 709 | Library |
| 714 Office | Rice Circulation 713 |

Basketball Courts

505
Open

BIG RED

TETHERBALL

Rest Rooms

Student Court

705 Sidewalk

| |
|--------------------------------|
| Rest Rooms |
| 204 Hatfield 2-3 |
| 203 Bickers 2 |
| 202 Medina 2 |
| 201 Intervention Program |

| |
|------------------------|
| Rest Rooms |
| 304 Computer Lab |
| 303 Benedetti 3 |
| 302 Avila 3 |
| 301 Munoz |

| |
|------------------------|
| 404 McReynolds 4 |
| 403 Laneros 4 |
| 402 Hurtado STEM |
| 401 Morton 4-5 |
| Heinks 724 |
| Burris 717 |

| | |
|-----------------------|--------------|
| Supply 718 | Storage |
| Lounge | Storage |
| Work Room 707 | Storage |
| Gomes 700 | Bd Rm 715 |
| Solian Bettencourt | 711 703 |

| |
|---|
| Kitchen 708 |
| "OLD" Building Cafeteria |

Tipton Elementary School
2020-2021

Rev. 07/21/20

Speech/Family Services 614

| |
|---------------|
| Mendes 705 |
|---------------|

Outdoor Stage

Enter/Exit Gate

Woods Ave.

Circle Drive Thru

Parent Drop off and pick up

NORTH

WEST

N. Evans Rd.

Enter/Exit
Kinder Gate

Enter/Exit
Front Gate

Tipton Elementary School Reopening School Guidelines

In response to the COVID-19 Pandemic



REOPENING GUIDELINES

Updated 9/23/2020

Board Approved 10/6/2020

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Communication21

Preface

The guidelines on the following pages were created in response to the COVID-19 pandemic. Tipton Elementary School closed on March 13, 2020 to ensure the safety and well being of its students and staff. The goal was to reopen our campus on August 12, 2020 while still maintaining the highest standards of health and safety while delivering an educational program that will serve all families at the same time. In order to do so, all stakeholders will need to work together to be flexible and adaptable at a moment's notice in response to ever changing health conditions. The guidelines in this document will serve as our roadmap in navigating a new road in our history.

Update: On July 17, 2020, Governor Newsom unveiled details about the revised guidance for opening schools amid the COVID-19 pandemic. The guidelines require a county to meet specific criteria in order for schools to open for in-person instruction. If the county does not meet the criteria, school districts must provide rigorous instruction through distance learning. Tulare County currently does not meet the criteria to open its schools to on campus instruction. We have spent a lot of time planning so that we could provide options for parents that included on campus instruction through a blended model as well as distance learning for those who prefer for students to stay home during this time. TESD's reopening plan will be done in phases, based on the CDPH framework.

TESD will start with full distance learning until we have met the guidelines to reopen with students on campus.

The following plan was made to safely accommodate as many students as possible while following all the recommended guidelines for safety.

The goals of these policies and practices are to:

- Protect the health and safety of students and staff
- Follow the guidelines set by Tulare County and Human Services Agency (County Health Department), California Department of Education (CDE), and the California Department of Public Health (CDPH)
- Provide students with school routines for social, emotional, and academic learning
- Provide clear safety expectations for teachers, students, staff and parents during this new era of school.

Reopening Model

When the district reopens for school, the way that school is conducted will look much different than it ever has before. It is the intent of the district to open school in a **Blended Learning Model**. Under this model, students will attend two days per week in a Traditional Learning Model (in person), and three days per week in Distance Learning. Distance Learning is a form of education in which there is a physical separation of teachers and students during instruction. In some instances, students receive materials and are provided instructional support through virtual check-ins. Other models involve the use of a variety of technology for instruction.

Update: As of July 17, 2020, Tipton Elementary is mandated to open in a Distance Learning Model.

It is the belief of the district that whenever possible, it is important to have students on campus

in a traditional classroom model as much as possible. As we continue to monitor the health conditions in our area, it may be possible to transition back to a traditional model. The district also recognizes that some families may not choose to participate in a traditional or blended model due to the health conditions. In response the district will make every effort to serve these families in a Distance Learning Model. It is also possible that health conditions will dictate all students and staff transitioning to a full Distance Learning Model, and the district will provide education in that environment if necessary.

In order to safely accommodate as many students as possible, students will attend a ***blended model schedule***, a group of students attend school two days per week and then work from home on the other 3 days.

- ***Group A Schedule: Students attend school on Mondays/Tuesdays with distance learning on Wednesdays, Thursdays and Fridays.***
- ***Group B Schedule: Students attend school on Thursdays/ Fridays with distance learning on Mondays, Tuesdays and Wednesdays.***

Distance learning will be an option available to families. Parents should expect to work with their child 3-4 hours daily in this scenario.

Teaching & Learning On Campus

The schedule used while students are on campus is designed to meet CDE guidelines, student needs, and to limit the movement and contact of staff and students throughout the school to maintain the safest environment possible. The schedule may need to be modified in response to the current health situation.

With direct student contact being limited, our instructional focus must intensify. The focus of lessons will be on Reading, Writing, and Math first and foremost. Daily lessons will need to be planned around recess and lunch schedules. All lessons will take place in the students' regular classroom whenever possible to maintain social distancing and minimize the potential for spreading of germs.

With all students engaging in some form of distance learning, it will be imperative to focus on teaching foundational technology skills to all students during the first several weeks of school. Students will need to be familiar with basic technology proficiencies and platforms in order to be successful (see Distance Learning below for platforms).

State requirements for PE minutes have been waived for the 2020-2021 school year. Students are encouraged to get physical activity each day.

Teachers will engage with students via technology 3 days per week. Daily live interaction for teachers and peers will be supported via the Google Suite Platform (e.g. Google Doc, Google Meet, etc.) and/or other district approved platforms. Reoccurring office hours for parents and students will be established.

Frequent, but brief, formative assessments will be used to provide instruction, collaborative work, video and audio clips, hands-on activities and individual work time.

Teachers will focus on the most essential standards to deepen the understanding of fewer standards but to make the biggest impact on student learning, giving the limited time that students can be on campus.

To accommodate staggering students to limit large groups coming to school and dismissing at the same time, each grade level will have a different start and end time.

Tk-5th grade students will stay with their classroom all day to minimize contact with other people except for recess and lunch. 6th - 8th grade students will attend their classes while following safety measures that include social distancing, face coverings, staff monitoring hallways and cleaning desks between classes.

Daily Schedule During the Blended Learning Model

Daily schedule by grade will include:

- 15 minute morning break
- 30 minute daily lunch
- 15 minutes built in the day for handwashing

Grade TK-K

8:15 Arrival Time (Students must be dropped off at the Kindergarten gate)

8:20-12:45 (school day) (Students must be picked up by the Kindergarten gate)

Grades 1-3

8:15 Arrival Time (Student will enter using the front gate on Evans Rd or the South gate on Woods Ave)

8:20-1:00 (school day) (Students will exit using the front gate on Evans Rd or the South gate on Woods Ave)

Grades 4-8

8:25 Arrival Time (Student will enter using the front gate on Evans Rd or the South gate on Woods Ave)

8:30-1:25 (school day) (Students will exit using the front gate on Evans Rd or the South gate on Woods Ave)

Library

Students will not have access to the library during this time. Teachers may request reading materials for their students. The librarian will develop a schedule to pick up and drop of reading materials.

Student Cohorts

Student cohorts (for the blended model) will be created by administration and will need to be strictly adhered to. Cohorts of students will be created with the following priorities in mind:

- **Health and Safety of Students and Staff**
- **Bussing**
- **Siblings Together**
- **Social Distancing**
- **Combo Classes**
- **Food Service**

Parents will receive a letter that indicates which schedule their students will follow once school is able to reopen with in person instruction. This will include the days of the week they are attending and their assigned teacher(s).

Distance Learning

Distance learning means instruction in which the student and instructor are in different locations. This may include interacting through the use of a computer and communications technology, as well as delivering instruction and check-in time with the teacher. Distance learning may include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.

TESD's Distance Learning will include, but is not limited to:

- Use of teacher-selected materials (e.g. district-adopted textbooks, digital content, district-provided online math and reading fluency programs)
- Instruction recorded or live sessions through digital platforms in Google Suite for Educators
- Personalized instruction through menu-driven activities allowing for self-pacing, monitoring of student time on task and task completion
- Student communication through district-licensed digital platform

The District's choice of online platform for teaching and learning is Google Suite. Google Doc is part of the platform which will be used for communicating with students and maintaining attendance records via Google Classroom. Teachers will use other components of the Google Suite platform such as, Google: Sheets, Calendar, Chat, Meet, Sites, Forms, Hangouts, Keep, Jamboard, Earth, Presentation, and Collections.

All students and parents will need to be familiar with the above platforms to support student success. Additionally, foundational technology skills will need to be taught in the first several weeks of school to all students. These include but are not limited to:

- Google Logins and passwords, Clever Badges
- Email
- Norms for online behavior (Zoom, Google Classroom)
- Google Suite (Docs, Slides, Forms, etc.)
- AERIES Gradebook (Grades 6-8)

All students will be provided with a district issued Chromebook to ensure access to all instruction. In addition, should families need internet access, the district will provide a “hot spot.” All parents must sign contracts accepting responsibility for these items prior to them being distributed.

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 559-752-4213, 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 a 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.

Discipline

Even though much of school will be online rather than in person, school rules still apply in the virtual classroom. Some important rules for online instruction:

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.

Most synchronous meetings will be recorded by school staff for the purpose of providing reteaching of lessons as needed to students who are not in attendance. This does not waive a student's requirement to attend class as scheduled.

Students who are in violation of school rules or are disruptive to the learning environment will be held accountable for their actions. Typically, students will receive a verbal warning. If the same behavior continues, the student may be removed from the virtual classroom and parents will be contacted. Should corrective action prove ineffective, the student could face further disciplinary action including suspension and expulsion from the school based on the severity of the offense.

Grading and Accountability

All students, whether in Distance Learning, Blended Learning, or if school resumes in a traditional format, will be graded as normal. Each grade level will determine specific grading policies for their students.

Safety Guidelines

General Safety Guidelines

The following guidelines and procedures have been developed to ensure the safety of all students and staff when on campus (as of July 17, 2020, Tipton Elementary will be in a Distance Learning model).

For Students:

- Whenever practicable, maintain 6 feet social distancing.
- Students will be trained in proper hygiene and hand washing techniques.
- Students should not arrive prior to their assigned start time each day.
- Students will do a self check daily before coming to school.
- If a student has a temperature of 100.4 F or higher, the student 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.
- All students will have their temperature taken prior to boarding the school bus and arriving on campus.
- Students arriving late must check in at the main office and will have their temperature taken before proceeding to the classroom.
- Masks and/or face shields will be worn by all students. Students will be provided with a face mask, but are encouraged to bring their own.
- Wash/sanitize hands at each entry and exit of classrooms or other facilities.
- Students will be taken to their dismissal point by teachers or designated staff members. Staff will wait with students until all students are picked up. If students are not picked up by a reasonable time staff bring students to the front of the office and notify office staff.
- Bus riders will stay in the Multipurpose room until it is time to board the school bus..
- Students who walk home will exit the gate at the front of the school on Evans Rd or the gate in front of the library on Woods Ave.
- Students will enter the restrooms two at a time.
- Students will stay seated at their assigned seating areas as much as practicable.
- Students will bring their belongings with them to the classroom, including coats and bags.
- Students are allowed to bring a water bottle. Water stations will be out to refill water bottles. Sinks in the classroom maybe used as well to refill water bottles.

- Students will not have access to drinking fountains.
- Students cannot bring personal toys/items to school.

For Parents:

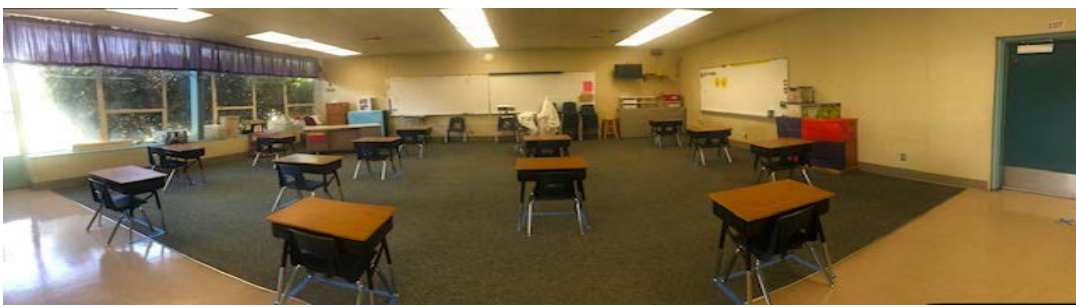
- Parents will arrive at the assigned start time and dismissal time.
- Parents are encouraged to bring their children to school rather than using the school bus for transportation. **Once a mode of transportation is selected, it cannot be changed.**
- Parents will be allowed to drop off and pick up students using the circle drive behind the old cafeteria on Woods Ave.
- Parents need to allow their student to walk into school independently unless delivering a reluctant student or a student that needs special assistance.
- Please take your students' temperature daily before leaving or sending them to school. Students with a fever of 100.4 or above or who exhibit COVID-19 symptoms **MUST NOT** be sent to school.
- Parents must inform the school administrators if someone in their home has traveled abroad in the last 14 days, had close contact with a confirmed case, or been diagnosed with COVID-19. Students must be kept at home in all these situations.
- If a family has been infected with COVID-19, please contact the school office immediately.
- Parents should help their children keep their facial coverings clean and in a safe place (their backpack) so that students have them when they need them.
- Early pick-up of students will be highly discouraged to limit exposure for staff and students.
- Parents and students were provided an updated handbook this year that included school procedures and rules during blended/distance learning due to COVID -19.

For Staff:

- Staff will be trained on new guidelines and procedures for health and safety before the beginning of the school year. Each staff member was assigned an online training through Keenen and Associates as well as a safety training provided by our school nurse. This training included COVID-19 procedures and safety protocols.
- Teachers and staff should limit their travels around campus and to and from common areas (office) to those essential needs. Make every effort to consolidate trips to the office and copy areas.

- Teachers and staff must sanitize hands when entering the campus at the start of the work day and when entering and exiting all facilities throughout the day.
- All employees are to complete the Return to Work Affirmation. Employees must conduct a daily self assessment to ensure that they are well enough and symptom free and able to come to work. This is a mandatory requirement.
- Teachers and staff are to use the 6-foot distancing standard when entering and leaving the buildings and campus where practicable.
- To ensure the safety of all students, designated staff members will help monitor students before school and after school.
- Teachers and staff will take their classes to dismissal areas as assigned while maintaining the 6-foot distancing standard where practicable.
- Teachers are to discourage students from sharing electronic devices and other school materials.
- Teachers should remove all non-essential personal belongings from the classroom.
- All staff must wear face masks/face shields while on school campus. If staff is alone in their work space, masks are not required.
- All staff should have a mask with them at all times.

Classrooms



Classroom Considerations

- Teachers should maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Establish separation of students through other means if practicable, such as, six feet between desks, markings on classroom floors to promote distancing. Maintenance staff will be going in and out of classrooms to disinfect throughout the day.
- Implement procedures for turning in assignments to minimize contact, utilize electronic assignment submission as much as possible.
- Teachers need to maintain the sanitization of the classroom and materials during the day.
- Teachers/staff need to wash or sanitize their hands prior to handling materials. All toys and manipulatives need to be cleaned/sanitized after every group of students uses them. If they cannot be washed they should not be used.
- To the extent practicable, materials should not be transported between home and school each day.
- Teachers will designate learning materials for each student that will not be shared with others.
- Students cannot bring personal toys/items to school.
- Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. When allowed, items must be cleaned and disinfected between use.

Outdoor Play

- Students are expected to adhere to all existing rules as well as new procedures to meet guidelines for health and safety.
- Students who struggle to meet the new expectations will be provided alternative physical activities.
- Students must maintain a 6-foot distance when playing where practicable.
- Staggered recess times.
- Outdoor play areas will be divided into sections and grades/cohorts will be assigned a different area to play.
- Cleaning and sanitizing will need to take place after every student group.

Physical Distancing

- All desks have been arranged in each classroom observing 6 feet of social distancing

- Tape or floor decals will be used to indicate the 6 feet of distance that must be maintained in the office or waiting in lines and around campus.
- Acrylic dividers will be used in the front office to ensure safety to our office staff when needing to deal directly with a family member or student at the office.
- Posters will be posted around campus to remind everyone to social distance by 6 ft.

Visitors and Volunteers

In an effort to reduce the chance of exposure to COVID-19 and other illnesses, visitors and volunteers will not be permitted without the consent of school administration. This also includes parents dropping off or picking up students. Students will have to enter campus without parents, and parents must wait for students in assigned areas for pick up.

Sanitization

- Hand sanitizer will be placed inside each classroom entry door.
- Free standing hand sanitizing stations are being positioned around the campus for easy access.
- Upon entering the classroom, all students will wash their hands or use hand sanitizer (gel in, gel out).
- Staff will teach students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow. Tissue should be thrown away in the trashcan when students are finished using it and sanitize their hands.
- Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. Hand washing should be done frequently throughout the day.
- Staff should model, practice, and monitor proper handwashing.
- Disinfecting Foggers will be used daily.

FACEMASKS/FACE SHIELDS AND GLOVES

Staff should teach and reinforce the use of [face coverings](#), masks, or face shields. Face coverings are most essential when physical distancing is not practicable.

- Food service workers and staff in routine contact with the public (e.g., front office) need to wear facial coverings.

- Students are required to wear face coverings.
- Students are encouraged to use cloth face coverings. Cloth face coverings are best in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient.
- Staff working in isolation (i.e., dedicated office, classroom with nobody else present, etc.) may remove their face coverings until they leave that setting or when other people enter their area.
- Food Service employees must wear face masks and gloves when preparing, delivering, or serving food.
- Bus drivers must wear face coverings while driving a bus with students on board

GENERAL DISINFECTION MEASURES

| Category | Area | Frequency |
|-----------------------------|---|---|
| Workspaces | Classrooms, Offices, tables , desks | At the end of each day |
| Appliances | Exterior surfaces of refrigerators, microwaves, coffee machines | Daily |
| Electronic Equipment | Copier machines, TV’s, Telephones | At the end of each day via general disinfecting |
| General Used Objects | Handles, light switches, sinks, restrooms | Daily or more often as needed |
| Common Areas | Cafeteria, Library, Meeting rooms, etc. | At the end of each use/day as appropriate |
| Technology | Chromebooks, laptops, etc. | Once per week (unshared devices) |

Cleaning of Rooms

- Door handles, light switches, faucet handles etc. will be wiped down and sanitized by custodial staff daily.
- Toilets and sinks will be washed and sanitized at various times throughout the day as needed by the custodial staff. A log for daily bathroom cleaning will be kept for each bathroom documenting date, time and custodian who cleaned the bathroom.

Health Office

Students who show signs of illness, have a temperature of 100.4F, or higher will be sent home from school. The student shall wear his/her face mask/face shield and the student shall be isolated from the non-ill students until parent pick up. A staff member should contact parents or guardians immediately for pick-up of the student.

- Students who need to be sent home due to illness will be assessed and then isolated as per district health office guidelines.
- Other non-illness student health needs will be initially checked by trained staff and sent to the office only when necessary.
- Minor injuries or other issues will be treated when the office is clear of students with fever.

When positive cases in staff or students arise, health personnel or other designated staff will determine the impact of the situation, in conjunction, with the Tulare County Health Department to advise on the next step. Next steps may include keeping a student quarantined, closing a classroom, or closing a grade level. A last resort would be to close the school entirely should the administration deem it necessary after consultation with health officials.

Staff Illness

Staff who show signs of illness or have a temperature of 100.4F or higher should not come to school, or if already at school, should go home immediately.

Staff are considered sick when there are symptoms of illness, even mild symptoms. Staff with symptoms of illness are to stay home from work and use their appropriate leave entitlement.

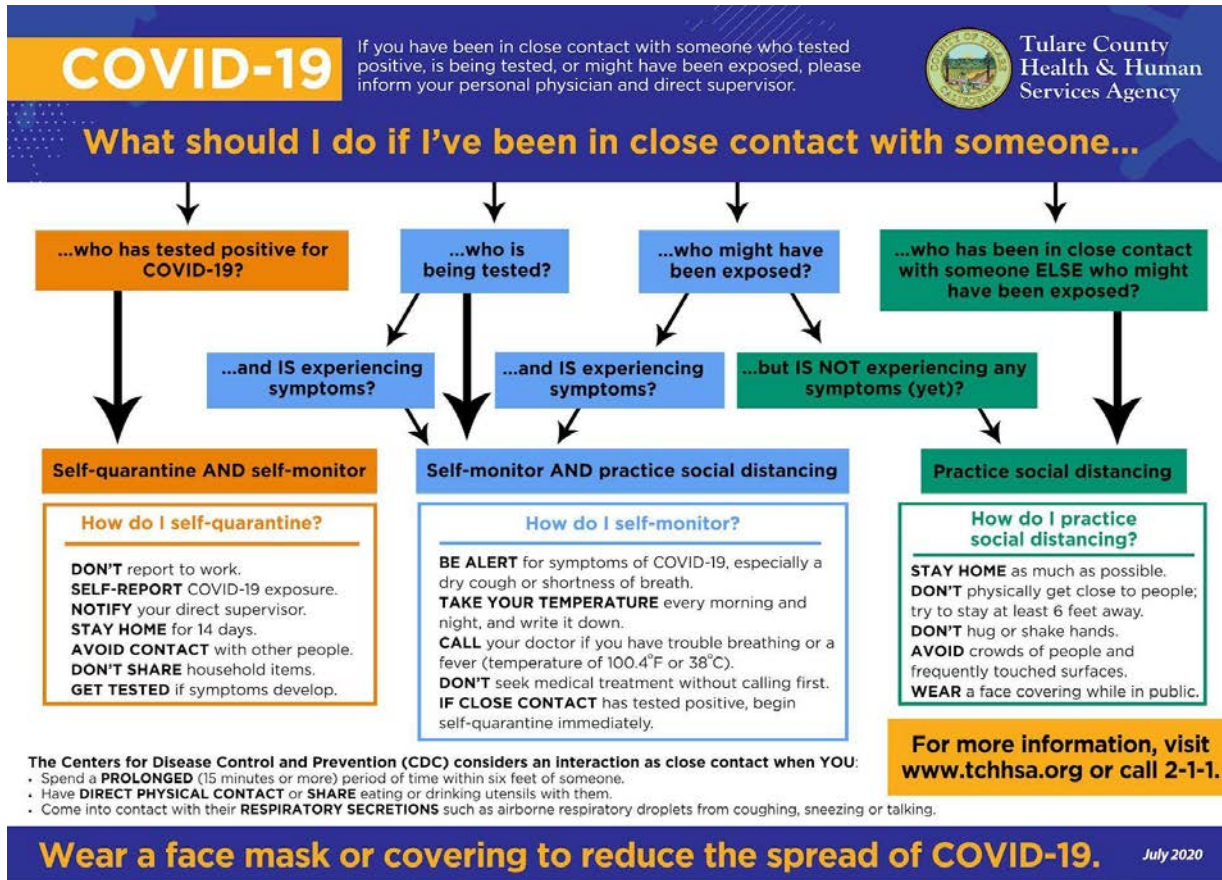
Staff may return to work 24 hours after he/she no longer has a fever and is not using any fever reducing medication.

If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the **Administration must be informed in order to ensure proper leave benefits are applied and any legal notices are given.**

It is recommended that a person with diagnosed COVID-19 isolates themselves as much as possible in their home away from other family members and avoid all physical contact with

others in the home. Employees may not return to work until a clearance note from a healthcare professional is submitted.

If you suspect someone in your home has COVID-19, stay home out of caution. You will be using your COVID-19 leave. Do your best to isolate yourself from the ill person. Contact your doctor and ask to have the ill person tested as you are an essential worker and need to return to work. If it is confirmed that it is not COVID-19, you are to return to work.



Transportation

Before the start of the school year, families that may need school provided transportation will be contacted. Once a transportation request is approved, there is no variance from that method of transportation. Consideration for transportation changes will be considered at the end of each Semester. This is necessary for the Transportation Department to accurately plan for routes and the number of riders to ensure compliance with health guidelines for the bus. The following rules are in place for all bus riders:

- Face coverings **must** be worn at all times while on the bus.
- All students will have their temperature taken while boarding the bus.

- All students will sanitize their hands while boarding the bus.
- Parents should wait at the bus stop with students until the student has boarded the bus.
- Students must stay in assigned seats and adhere to social distancing guidelines.
- Students must follow directions from bus drivers regarding loading and unloading procedures.
- Parents are highly encouraged to transport their children to school if at all possible.
- If students fail to adhere to bus rules, they will be removed from the route.
- Buses will be disinfected between routes.
- Multiple bus schedules have been added to accommodate the health department guidelines for transportation.

Food Service

Blended Model:

All students will practice social distancing guidelines in the designated eating areas. Meals served will be packaged before being served to students.

- All students and staff will wash their hands and/or gel in - gel out of the designated eating areas.
- Students in grades Tk-5gh will be given their breakfast as they enter the school grounds. They will eat breakfast in the classroom.
- Students sit at their designated spot for breakfast and or lunch.
- Meal service is supervised by designated staff/ instructional aides.
- Tables will be cleaned and disinfected between uses.
- Students will not be allowed to share food items or utensils.

Distance Learning:

- Two meals (breakfast and lunch)
- Meals will be provided in a drive through fashion two times per week from 7 a.m. to 9 a.m.
- Meals for two days will be provided on Mondays
- Meals for three days will be provided on Wednesday
- Meals will be delivered to bus stops on Wednesdays only

- Meals will be delivered to six locations on the east side of the city on Mondays and Wednesdays

SERVICE IN THE CAFETERIA (SPECIAL OCCASIONS)

Cafeteria use will be limited to special occasions. All such usage must have pre-approval from administration. If approved, all social distancing guidelines will need to be adhered to.

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.

Contact Tracing

The Superintendent, Stacey Bettencourt will immediately notify the Tulare County Public Health Liaison and the school nurse. Superintendent, Stacey Bettencourt and the Principal, Dr. Cherie Solian, are the contact tracers for Tipton Elementary School and will conduct all the contact tracing in consultation with TCHHSA. In the event that both Stacey Bettencourt and Dr. Cherie Solian are unavailable, MOT Director, Fausto Martin and Resource Teacher, Desiree Heinks will conduct contact tracing. These officials will help administrators determine a course of action for the school.

Steps of Contact Tracing:

1. Asses the risk – identify close contacts, create a list, take action
2. Identify close contact – was the person within 6 feet for a prolonged period of time (more than 15 minutes) with the confirmed person? Were they wearing a mask?
3. Identify exposure locations – classroom, bus, entrance, exit and or common areas etc.
4. Start the Facility Contact List Risk Assessment Spreadsheet – risk level- high or low?

Specific Time/Distance, PPE and Description

- a. If high – 14 day quarantine
 - b. If low – remain in school and monitor symptoms
5. Be prepared to take action
 - a. Confirmed Positive – Isolate
 - b. High Risk – Quarantine
 - c. Low Risk – Monitor Symptom

Testing of Students and Staff

Any student or staff member who has any symptoms of the virus or reports that they have been exposed will be sent home immediately or if notified by phone will be encouraged to get a COVID test. Parents and employees must have a letter from a qualified physician stating the child or employee is safe to return to school. That letter must be shared with the school superintendent or principal before the child or employee is allowed back to school. Staff are tested periodically by their primary care provider or by referring teachers to a community-testing site, as testing capacity permits and as practicable. Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.

Testing sites in Tipton, CA:

Tipton Medical Clinic

565 N. Thompson Rd.

Tipton, CA

559-752-4147

Testing sites in Tulare and Visalia, CA:

CVS Tulare

- 2175 E Bardsley Ave, Tulare · (559) 685-0123 · Appointment needed and testes limited to certain patients
- 1395 E Prosperity Ave, Tulare · (559) 688-2992 · Appointment needed and testes limited to certain patients

CVS Visalia

- 3619 W Caldwell Ave, Visalia · (559)732-5971 · Appointment needed and testes limited to certain patients
- 1102 N Demaree St, Visalia · (559) 738-8629

Triggers for Switching to Distance Learning

Tipton Elementary, with consultation from TCHHSA, will close for 14 days if 5% of the school becomes infected. TESD may typically reopen after 14 days, in consultation with the local public health department provided a thorough cleaning and disinfection regimen has been completed and Public Health has been consulted and done their investigation of the outbreak.

Communication Plans

Tipton Elementary will use our teleparent phone system to communicate messages to all of our parents. At all times, student and staff confidentiality will be of utmost importance and names or other identifying information will not be revealed.

COVID 19
CORONAVIRUS DISEASE

**2019 Novel Coronavirus
(COVID- 19)**



Covid19SchoolHealth@tularehhsa.org

July 29, 2020

COVID 19
CORONAVIRUS DISEASE

**School Plan Review/
Waiver Application**

CDHP State Guidance Pending

- Initial information on July 17, 2020 for Elementary Schools K-6;
- Waiver application
- Consultation with Health Officer

Email plan and waivers to:

TCCOVIDSchools@tularehhsa.org

COVID 19
CORONAVIRUS DISEASE

**COVID19 +
AT YOUR SITE**



What to do when notified Covid19 Positive employee/student/volunteer?

1. Mitigate Spread & Prevent Outbreak
2. Employees, Student & Business Operations

COVID 19
CORONAVIRUS DISEASE

Mitigate the SPREAD

CDC Guidelines





School Decision Tree

Assess Risk

- Identify the Close Contacts;
- Create Facility Contact List (tool);
- Understand Exposure Risk
- Take Action



Mitigate the SPREAD



Identify - Close Contact

- Within 6 feet for a prolonged period of time of the confirmed person
- Unprotected direct contact with infectious secretions or excretions of the confirmed person



* Prolonged period of time is defined by CDC as (15) minutes.



Identify – Exposure Locations

- Classroom
- Bus
- Entrance/Exits
- Common Areas

Common Areas

- Hallways;
- Restrooms; Break Rms;
- Lobbies & waiting areas;
- Library;
- Playground



Facility Contact List: Risk Assessment

| Full Name | Exposure Risk (high, low) | Dept Name | Job Title | Date of Birth | Address | City | Cell Phone | Home Phone | Working or Quarantine | Time spent within 6 feet of COVID-19 employee? | Type of PPE used during exposures? | Description |
|-----------|---------------------------|-----------|-----------|---------------|---------|------|------------|------------|-----------------------|--|------------------------------------|-------------|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

- Risk Level: High/Low
- Specific: Time/Distance
- Personal Protective Equipment (PPE)
- Description



Mitigate the SPREAD

Exposure Risk Assessment

- High: 14day Quarantine
 - Illness can develop within 14 days
 - Negative Test; employee/student must still quarantine
- Low: Remain at School and Monitor symptoms



Mitigate the SPREAD

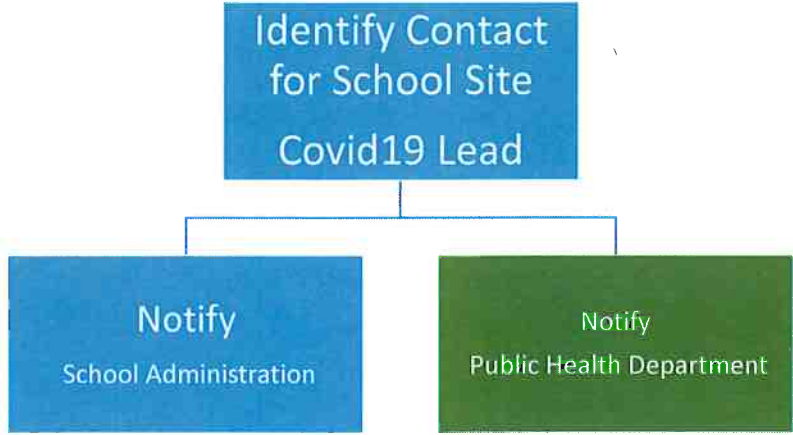
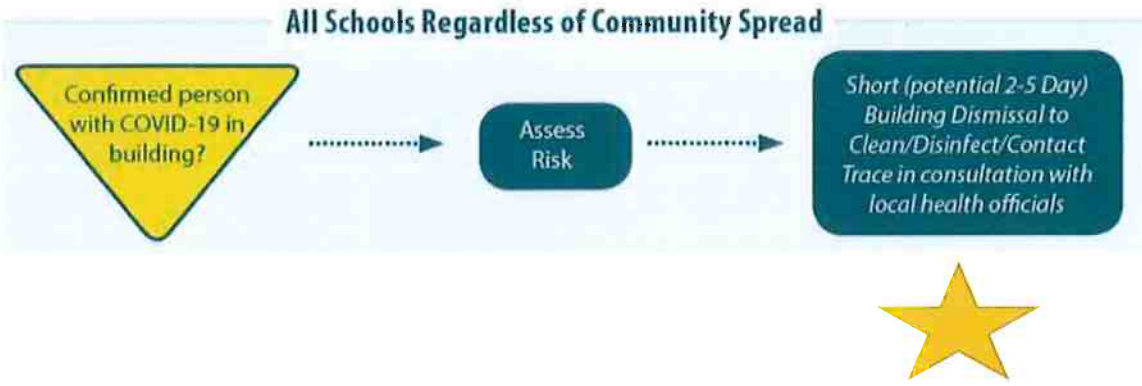
Be Prepared to Take Action

- Confirmed Positive: **Isolate**
- High Risk: **Quarantine**
- Low Risk: **Monitor symptoms**



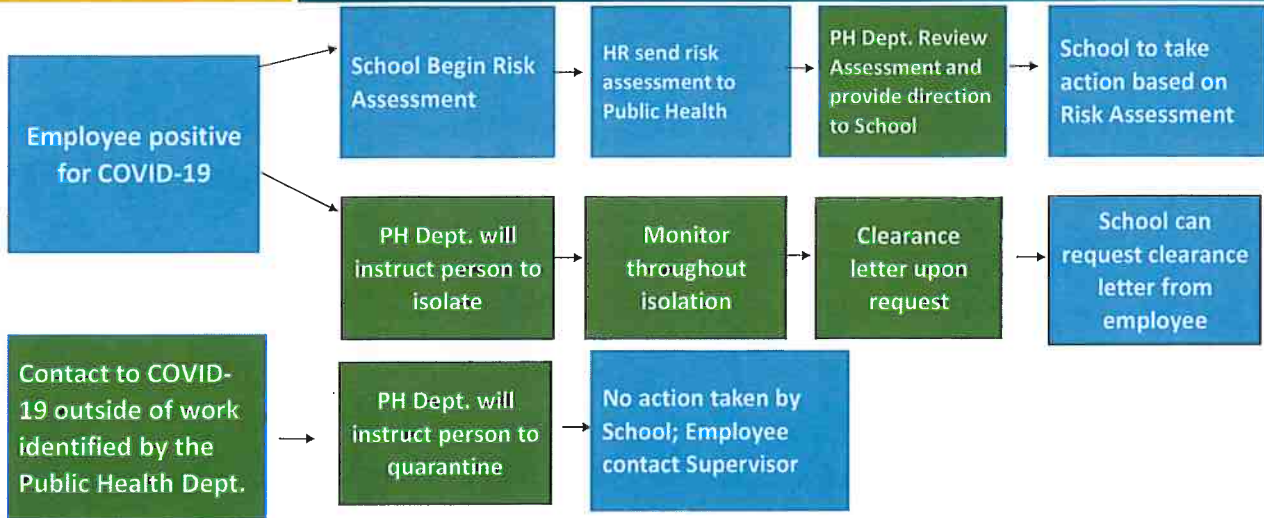
Mitigate the SPREAD

CDC Guidelines



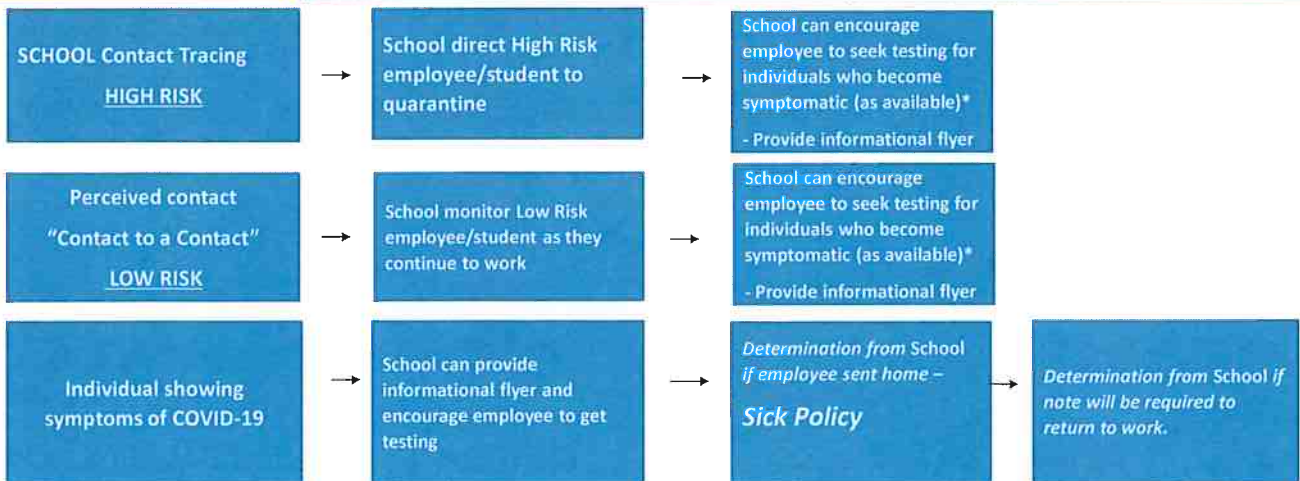
COVID CORONAVIRUS DISEASE 19

Communication with Public Health COVID-19 Decision Tree



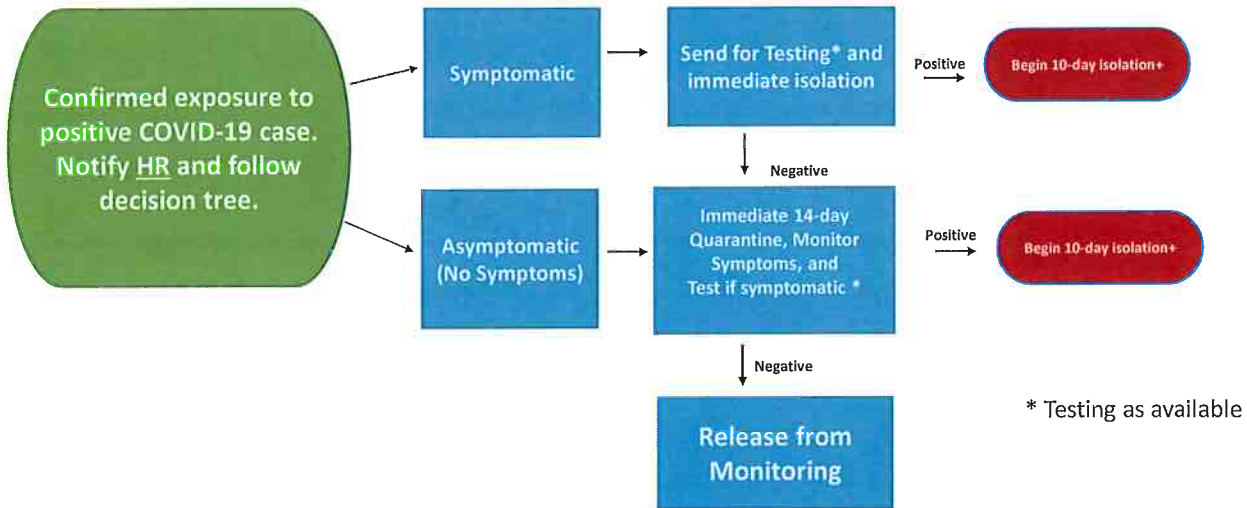
COVID CORONAVIRUS DISEASE 19

School Employee/Volunteer COVID-19 Decision Tree



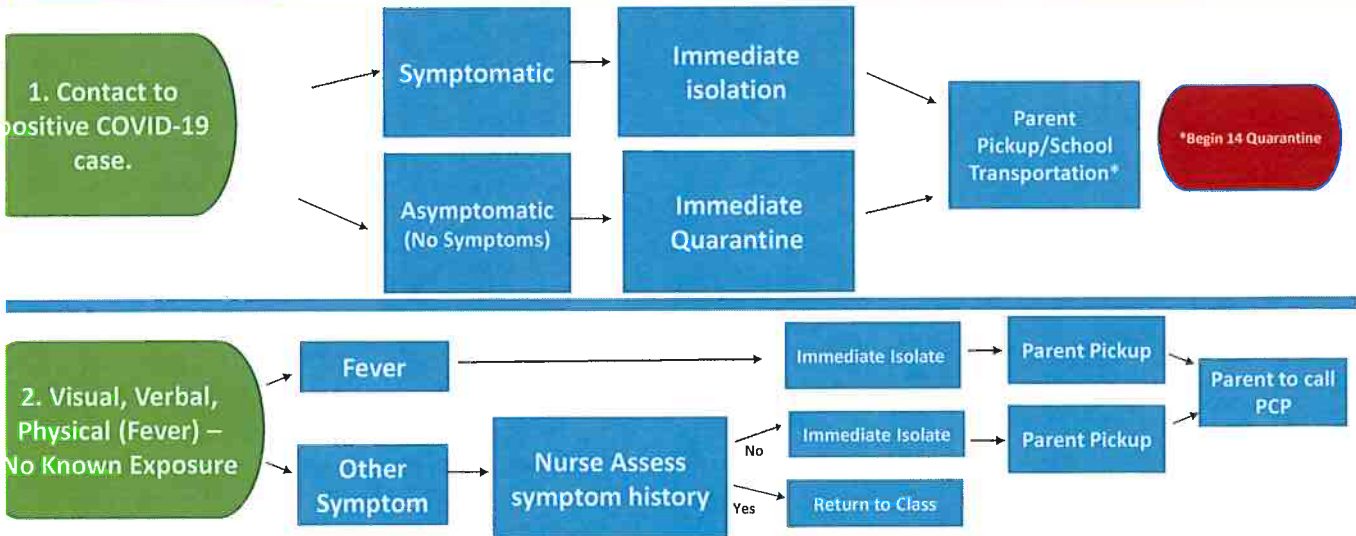
COVID 19 CORONAVIRUS DISEASE

School Employee/Volunteer COVID-19 Decision Tree



COVID 19 CORONAVIRUS DISEASE

Nurse Assessment for Students COVID-19 Decision Tree





Employees, Students & Business Operations

CDC Clearance Procedures:
Time and Symptoms Based



Confirmed Positive Employees/Students

- Isolation:
 - ✓ 10 days from symptom onset/collection date
 - ✓ 24 hour (1 day) fever free (without medication)
 - ✓ Improved symptoms
- ***Public Health Clearance Letter***



Contact to Contact

- Not a Direct Exposure
- **Continue School District Policy for Staff & Student Illness**
- *No Public Health Department action*

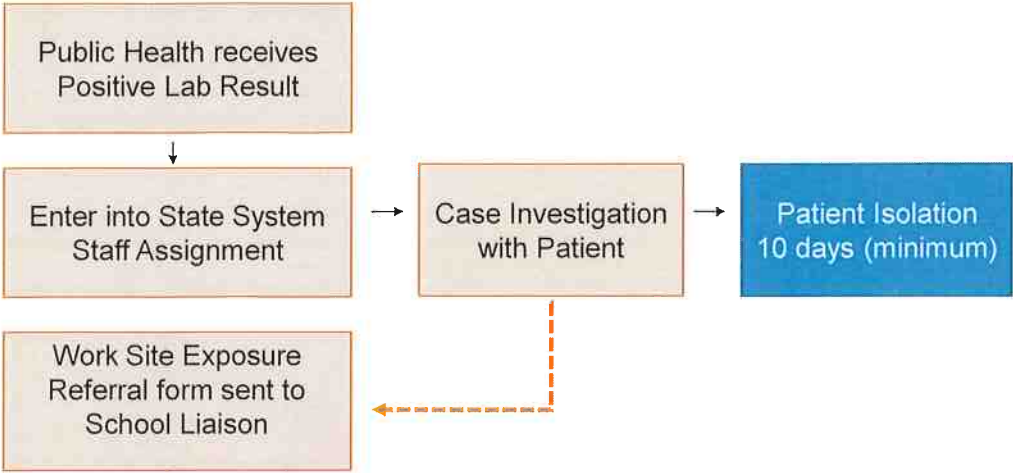


Employees, Students & Business Operations

- Doctors Notes
- ***Employer staffing issues***
- Public Health Department consult conference call

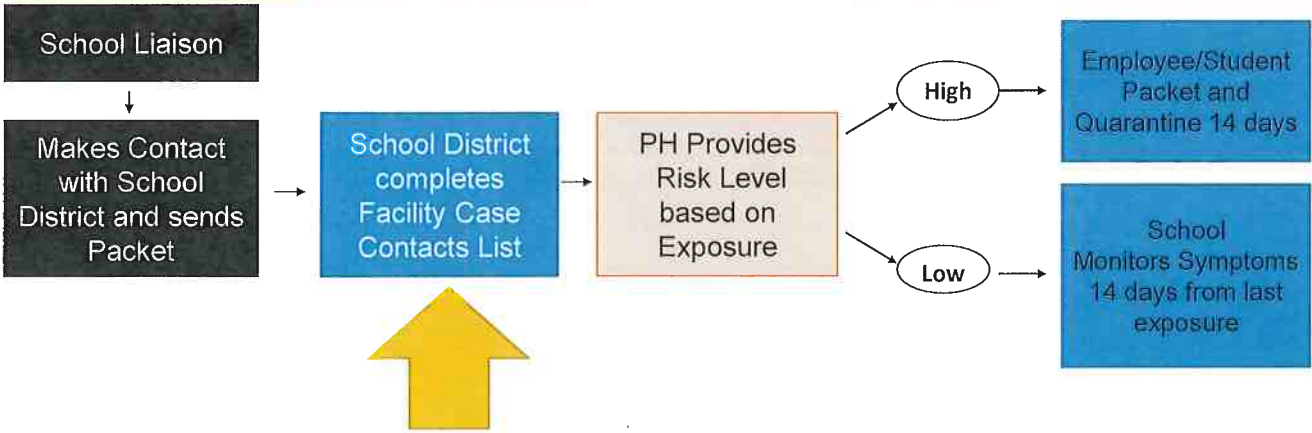
COVID 19 CORONAVIRUS DISEASE

Public Health Notification Process



COVID 19 CORONAVIRUS DISEASE

School District Notification Process





REDUCE THE SPREAD



Protect yourself and others by wearing a mask



Keep your distance, 6 feet




Avoid touching and crowds



Wash your hands for 20 seconds with water and soap



Transition Back to School

Establish:

- Social Distancing Protocol
- Face Covering/PPE Protocol
- Disinfecting Protocol
- Common Areas Protocol
- Risk Assessment Protocol
- Isolation Rooms

School Operations

- Consult with Public Health;
- Notification to Administration/ Staff/Parents/community;



Resources

- CDPH: Covid19 Industry Guidance
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
- CDPH: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>
- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- OSHA: <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>
- Tulare County: <https://covid19.tularecounty.ca.gov/reopening-tulare-county/covid-19-guide-playbook-for-reopening-your-business-in-the-age-of-covid-19/>



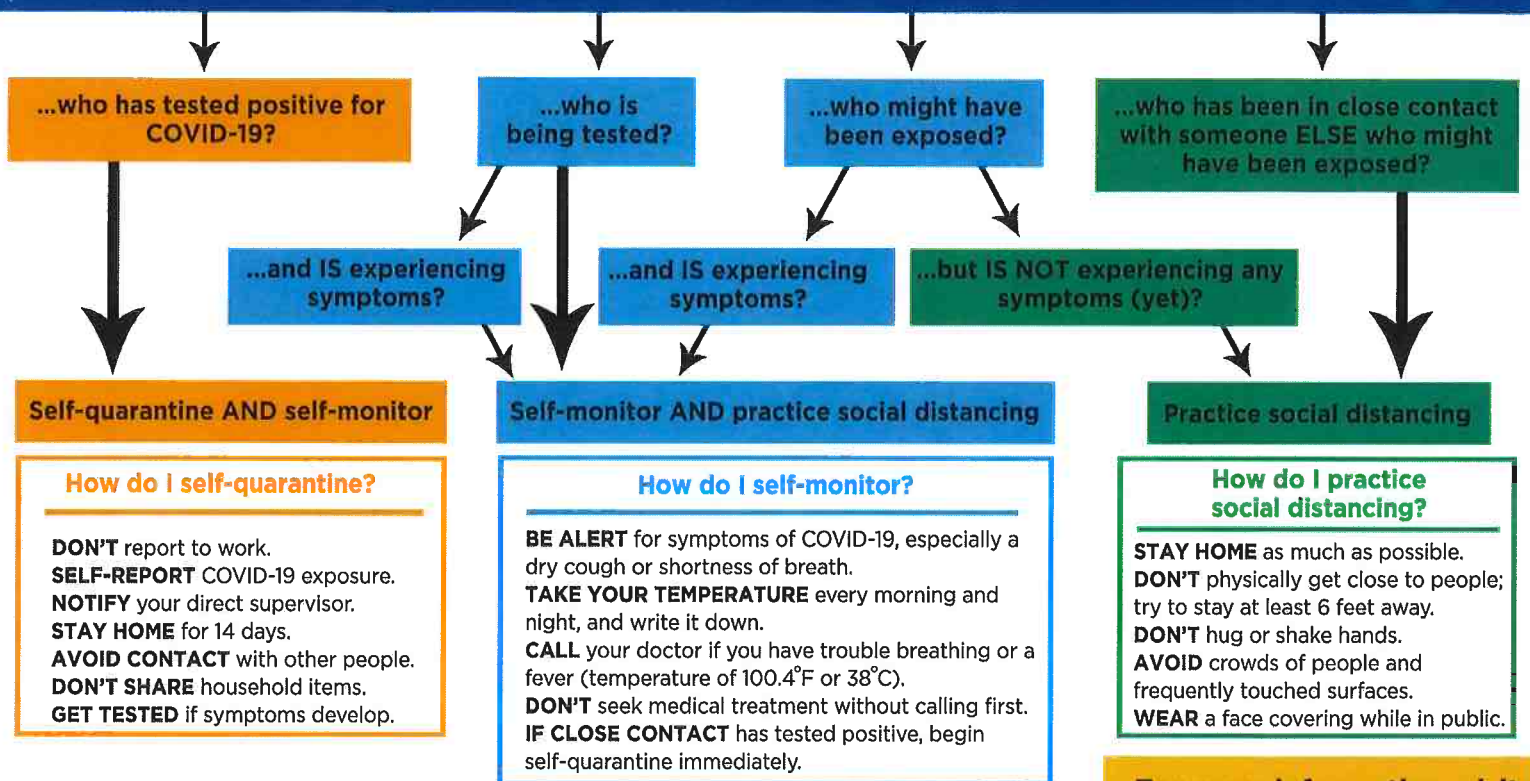
COVID-19

If you have been in close contact with someone who tested positive, is being tested, or might have been exposed, please inform your personal physician and direct supervisor.



Tulare County
Health & Human
Services Agency

What should I do if I've been in close contact with someone...



The Centers for Disease Control and Prevention (CDC) considers an interaction as close contact when YOU:

- Spend a **PROLONGED** (15 minutes or more) period of time within six feet of someone.
- Have **DIRECT PHYSICAL CONTACT** or **SHARE** eating or drinking utensils with them.
- Come into contact with their **RESPIRATORY SECRETIONS** such as airborne respiratory droplets from coughing, sneezing or talking.

For more information, visit www.tchsa.org or call 2-1-1.

Wear a face mask or covering to reduce the spread of COVID-19.

July 2020

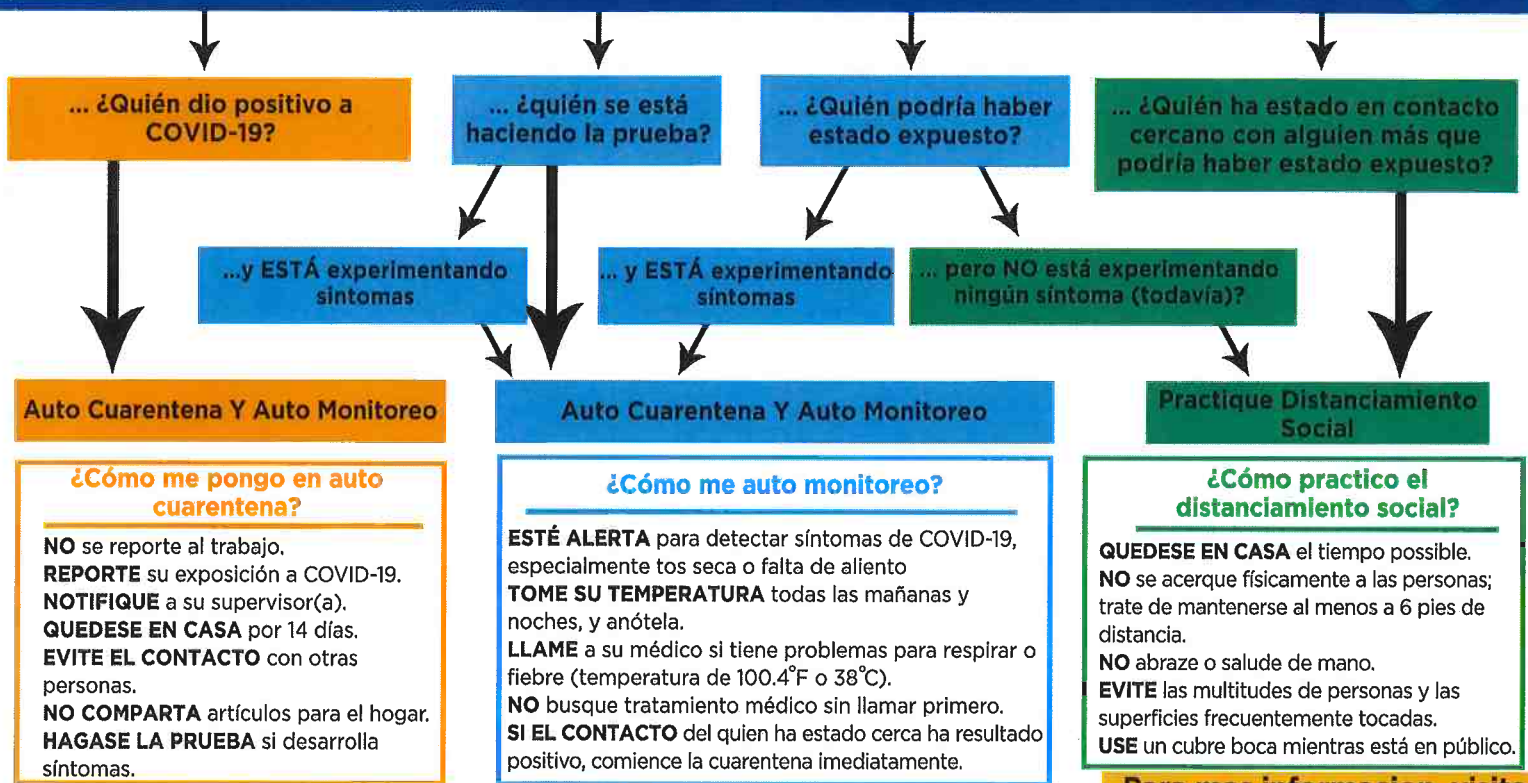
COVID-19

Si ha estado en contacto cercano con alguien que dio positivo, está siendo examinado o podría haber estado expuesto, informe a su médico personal y supervisor directo.



Tulare County
Health & Human
Services Agency

¿Qué debo hacer si he estado en contacto cercano con alguien ...



Los Centros para el Control y la Prevención de Enfermedades (CDC) consideran una Interacción como contacto cercano cuando USTED:

- Pase un período de tiempo **PROLONGADO** (15 minutos o más) dentro de los seis pies de distancia de alguien.
- Tenga **CONTACTO FÍSICO DIRECTO** o **COMPARTA** utensilios para comer o beber con ellos.
- Entre en contacto con sus **SECRECIONES RESPIRATORIAS**, tales como gotas respiratorias en el aire por toser, estornudar o hablar.

Para más información, visite
la página tchhsa.org o
marque 211

Use un cubre boca o una cubierta para reducir la propagación de COVID-19.

July 2020

Protecting Children from COVID-19: Staying Home for Isolation and Quarantine

Attention parents:

Keeping children home at certain times is very important in preventing COVID-19 illness from spreading in schools, daycares, and then to their families at home. This is recommended at times even when children do not feel sick, because they can still be contagious, passing COVID-19 to others who may become very sick.

Children who test positive:

Isolate for **10** days—meaning keep child that tested positive for the virus away from others, especially at home. They cannot go to school because they have the virus and are contagious (even if they feel healthy).

Child can be around others after:

- ✓ It has been 10 days since symptoms first started **and**
- ✓ 24 hours with no fevers **and**
- ✓ Their symptoms of COVID-19 are better*

*Talk to your child’s doctor or school nurse if you have questions about their health.



SEPTEMBER

| M | T | W | T | F | S | S |
|----|----------|----|----|-----------|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Children who had close contact:

Quarantine for **14** days—meaning child stays at home away from others because the child might have caught the virus and become contagious. Children do not always feel sick with symptoms in COVID-19, but call your child’s doctor if they do become sick:

- Fever or chills
- Body aches or headaches
- Loss of smell or taste
- Sore throat
- Runny nose or stuffy nose
- Cough
- Trouble breathing
- Fatigue / very tired
- Nausea or vomiting
- Diarrhea
- Stomach pain

Your child should have a test to check for COVID-19 virus **as soon as they feel sick** or **on day 14** if they feel healthy. Talk to your child’s doctor or school nurse.



SEPTEMBER

| M | T | W | T | F | S | S |
|----|----|----|-----------|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |



What to Do in COVID-19 Situations for Daycares, Preschools, and Elementary Schools

Situation #1 COVID-19 Diagnosis

Person has a + COVID-19 test or a COVID-19 diagnosis?

- Person is contagious: must stay home for 10 days isolation (even if they feel healthy)
- Call public health ASAP to discuss next steps and tracing (cleaning, calling families/employees, quarantines, testing)
- Person may return with clearance letter, doctor's note, or school nurse clearance (more testing is not needed)
- Generally, everyone in cohort group (adults and children) is a close contact and must quarantine at home - see #3

Situation #2 COVID-19 Symptoms

Person sick with any COVID-19 symptoms?

- Sick person stays home and calls doctor/clinic for testing
- May return with a negative test or doctor's note saying it is not COVID-19 (should also feel better with no fever)
- If sick person does not have a test, they may return after 10 days isolation (must also feel better with no fever)
- If sick person has a + COVID-19 test, restart at #1

Situation #3 COVID-19 Exposures

Person has been in close contact (closer than 6 ft for more than 15 min) to someone who has COVID-19?

Person lives with someone who has COVID-19?

Person is in the same cohort class as someone with + COVID test?

- Person stays at home in quarantine for 14 days from last day they were near person with COVID-19
- Testing is recommended for all contacts whether they have symptoms or not:
 - Test ASAP if they feel sick with COVID-19 symptoms
 - If person feels healthy with no symptoms, test on day 14
- If person has a + COVID-19 test, restart at #1
- If person was not a close contact, no new action needed: watch for symptoms, social distance, wear masks in public

COVID-19 Symptoms

COVID-19 symptoms can be hard to tell apart from other illnesses like colds, flu, and allergies. Some people do not feel sick, but are still contagious and can still spread the virus to those around them who may get very ill.

- Fever or chills
- Cough
- Shortness of breath or trouble breathing
- Body aches
- Headache
- Sudden loss of smell or taste
- Runny nose, nasal congestion
- Sore throat
- Nausea, vomiting, or diarrhea
- Fatigue

3. ADMINISTRATIVE: Action items:

3.2 Field Trip Request

Field Trip Approval Form

TEACHERS (S Diaz, Lowry, Smith, K Staff GRADE TK&K

CLASSES ATTENDING Transitional Kindergarten and Kindergarten

DATE OF TRIP Week of Oct. 20-23, 2020 NUMBER OF PUPILS 66 ADULTS 6

BUS TO LEAVE SCHOOL AT No buses

BUS ROUTING AND STOPS

PRELIMINARY STEPS: Purchase pumpkins for our own pumpkin patch in the grassy area of the circular Kinder driveway. Groups of students will arrive at designated times to pick out a pumpkin. Parents will stay in car students will pick out a pumpkin and go back in car. Masks and social distancing will be required at this outside activity.

TRIP RELEVENCY: The purpose of this is to connect our students to our fall unit. The students will learn about the life cycle of a pumpkin. They will use the pumpkins to complete a lab that will be part of our distance learning. This event will also provide some sense of normalcy and give the students an opportunity to become acquainted with the campus.

OTHER INFORMATION/STAFF CHAPARONE REQUEST:

We would like to use the field trip money to purchase pumpkins/ supplies for our school pumpkin patch. Although this may not be possible, we would hope it can be taken into consideration. We thought it would be fun to give the kids something to look forward to since they could not have a normal start to their school year.

COST \$ Will contact Vossler Farms- a couple hundred dollars.

Teacher in charge. Cris Diaz

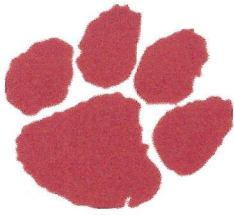
Trip authorized by school board Yes _____ No x _____

Signature of superintended.

Stacey Bettencourt

3. ADMINISTRATIVE: Action items:

3.3 Surplus Copiers



TIPTON ELEMENTARY SCHOOL

370 N. Evans Road • P.O. Box 787 • Tipton, CA 93272
559-752-4213 • FAX: 559-752-1231

Stacey Bettencourt
Superintendent/ Principal

Cherie Solian, Ed.D
Principal

Maryann Henry
Business Manager

Fausto Martin
MOT Director

Connie Sanchez
Cafeteria Manager

Tiger Pride!

DATE: October 12, 2020
TO: Tipton Elementary School Board
FROM: Maryann Henry
RE: Surplus Copiers

The following copiers are outdated and becoming obsolete, making it difficult to keep in working status and obtaining service and parts. Ray Morgan has agreed to dispose of the listed copiers for the District.

Obsolete Copiers:

| LOCATION | DESCRIPTION | MODEL | COMPANY | CONTRACT # | ID # | SERIAL # |
|-----------------|-----------------|-----------|---------------|------------|-------|---------------|
| FRONT OFFICE | RICOH | MPC4502 | STANTON/WIZIX | 2379-03 | 34563 | W512L302285 |
| COPY ROOM SMALL | LANIER | MP6002 | STANTON/WIZIX | 1939-04 | 33882 | W863L200859 |
| BACK OFFICE | RICOH | MPC4502 | STANTON/WIZIX | 2125-04 | 34127 | W512L300697 |
| COPY ROOM LARGE | RICOH LRG MACHN | PRO1107EX | STANTON/WIZIX | 2380-03 | 34560 | V5121100021R1 |
| COMMUNITY ROOM | KONICA MINOLTA | Di3010 | STANTON/WIZIX | N/A | N/A | Di3010F |

The Recommendation is to discard copier, as we have put in place new models.

Greg Rice
President

Iva Sousa
Clerk

Board Members
John Cardoza
Trustee

Shelley Heeger
Trustee

Fernando Cunha
Trustee