Tehama eLearning Academy
STUDENT HANDBOOK
2018 – 2019 School Year

History

Tehama eLearning Academy is a charter school associated with the Tehama County Department of Education. This school was created by the forward thinking of the Mineral School District Board of Trustees and Dr. Harold Vietti over a decade ago with the intent of offering an alternative academic environment to students wanting to receive a high quality education. Tehama eLearning Academy is accredited by the Western Association of Schools and Colleges (WASC). A copy of the school charter is kept at the school site.

Currently, we are in our fourteenth year of operation serving approximately 100 students. Our intent is to use computers and associated technology as instructional tools, allowing students to learn anytime and at any place. Students complete their course work from anywhere they can access the Internet and are instructed onsite at our learning center located in Red Bluff. We endeavor to provide a safe learning atmosphere in order for a student to acquire superior academic progress!

Mission Statement To provide the highest quality education through the use of innovative curriculum quality, academic service, and reliable technical support.

Educational Philosophy We believe that the learning process is characterized by a need for ongoing feedback from within one's self and from the input of others, both internal and external feedback, based on conversations between the teacher, student and parents. Personalized instruction brings life to the process and helps to bring about quality learning. Tehama eLearning Academy teachers are 'motivators' who encourage. They are 'guides' who help lead and direct students to reach their goals.

The learning environment is:

- **Continuous** not dependent on time and place or students pace.
- **Relevant** where content and curriculum is current and meaningful to the learner.
- **Adaptive** where instruction adapts to the needs of the individual.

Students will learn to be:

- **Self-directed learners** who are able to demonstrate self-motivation, self-discipline and responsibility to accomplish achievable goals.
- **Effective communicators** who are able to read, write, speak and listen reflectively and critically with a sense of purpose within a group and to an audience; as well as use technology effectively as a communication tool.
- **Productive and collaborative workers** who take pride in participating successfully and equitably in group projects and who use effective leadership and group skills for problem solving and critical thinking strategies to solve everyday problems.
- **Contributing members of society** who understand, accept and respect the value of diverse viewpoints, beliefs and cultures, which will enable them to make informed and responsible decisions.

We provide:

- Experienced California Credentialed Teachers who are experts in their academic fields.
- Educational Programs which are individualized to each student's ability, needs and learning styles.
- Open entry/open exit enrollment allowing for flexible scheduling of instruction and study.
- Computerized curriculum that allows for speedy and uptodate instruction in all programs of study with additional onsite learning opportunities.
- Adaptive technology for students with disabilities.

Enrollment Process

- Parent/student attend Orientation
- Complete registration forms
- Makes an appointment with registrar/staff
- Attends parent/student information meeting with Director or designee
- Meets all enrollment requirements
- Student takes assigned assessment tests in reading and mathematics
- Parent and Student sign the Master Agreement and other required forms

Master Agreement

Tehama eLearning Academy expects all students to fully comply with the conditions of their individual master agreement. Compliance insures success. We seek to schedule appropriate education plans and classes in order to insure a quality education.

Parent and Student Handbook Acknowledgement Form

Attached to this Handbook you will find the form that is to be signed by both the student and parent/guardian acknowledging that you have read the Handbook and agree to comply with the school policies and directions. This page should be detached from the Handbook and turned in to the school office before full enrollment at Tehama eLearning can be completed. We thank you.

High School Pathway

We utilize the 'core diploma pathway' as a guideline in order to direct the student through the high school curriculum towards graduation. This is a grade by grade arranged list of classes needed in order to successfully complete the high school requirements.

Weekly Schedule

Each student is required to attend all onsite classes that are scheduled for the student by the school staff. Ordinarily, this instructional session is for less than four hours twice each week. A student may also study online at the school site

during the designated times. The student should also be studying and completing assignments <u>at home</u>. <u>Electives</u> are available for students who qualify.

Enrollment at Shasta College is available and encouraged. See your teacher for more information.

School Year Schedule

The calendar for the 2018/2019 school year is available online or at the office.

Attendance

1. *<u>Online progress</u>.* Each student must *<u>maintain online progress/attendance</u>* as specified in her/his master agreement.

2. *<u>Onsite classes</u>*. These are very important and essential weekly *<u>onsite classes</u>*—<u>attendance is required</u> per the individual master agreement and class schedule.

3. *<u>Onsite testing</u>*. Times and dates are set for various *<u>onsite testings</u>*, assessments, reassessments, Smarter Balance testing, Physical Education testing, and other tests as needed. *<u>Onsite attendance is required.</u>*

4. *<u>Onsite tutoring</u>* is required as scheduled.

5. *<u>Monthly Progress</u>* meetings with parent/student/teacher are held at the school site. Attendance is mandatory and is a requirement for continued enrollment at TeLA.

The school will utilize acceptable methods in order to promote good attendance and success at Tehama eLearning. These include, but are not limited to emails, text messaging, home visits, letters, phone calls, Student Study Team meetings, and face to face meetings between staff and student and/or parent/guardian.

Attendance Plan of Action for Attendance Noncompliance

A student may be dropped from Tehama eLearning Academy due to not fulfilling the master agreement requirements and/or for poor educational progress. The following steps are instituted if poor attendance and lack of adequate progress occurs:

1. The teacher is alerted by the student's lack of school progress.

2. The teacher communicates to the student what the student specifically needs to do to progress adequately.

3. If adequate progress does not occur within a five days, a Student Study Team meeting may be required. The teacher continues to remind student to make advances with the educational requirements. The parent is also notified of the lack of progress.

4. Since the options have been used and essential progress has not been made, the student and parent/guardian will receive the "Drop" letter indicating that the student has been dropped from Tehama eLearning Academy and is not allowed to continue enrollment.

Note: ***Absences from testing may result in not being allowed to continue to be enrolled at Tehama eLearning Academy.***

Student Study Team (SST)

On occasion, a Student Study Team meeting will be suggested in order to improve the possibilities of school success. A teacher, parent, counselor, or Director may request that an SST meeting be scheduled. An SST meeting is recommended when we notice that "group wisdom" is the next appropriate step on behalf of the student even though modifications or accommodations have been implemented.

This is a regular education process that uses a systematic, positive, problem solving team approach that clarifies problems and concerns, develops

strategies, mobilizes and coordinates resources, and provides for a system of accountability with measurable outcomes.

Special Education

We comply with the California Department of Education Special Education Code.

Section 504 of the Rehabilitation Act

Prohibits discrimination against a person with a handicap in any program receiving Federal assistance. The act defines a person with a handicap as anyone who has a mental or physical impairment which substantially limits one or more major life activities. Major life activities include activities such as: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; has a record of such impairment; or is regarded as having such an impairment.

Health

Immunizations: All California Immunization requirements must be met. Medications Education Code Section 49423 is implemented regarding the dispensing of medication at the school site. Check with front office for assistance.

Computer Equipment Use and Technology

Respect and care for all equipment shall occur. As available, students may use the computers at the school with their teacher's permission and under the supervision of another adult or teacher. If there is a problem with a school computer, please report the difficulty to the teacher and/or the front office personnel.

Tehama eLearning has made a commitment to use the computer technology for instructional purposes and expects that each student will use their computer for individual learning. This technology can be used to study, practice, and learn the content of assigned classes, and take tests and assessments.

Various other skills such as writing stories and journals, learning the basics of keyboarding, completing lab reports, creating content related projects, observing online educational teaching, researching academic topics, and communicating appropriately with others are only some of the uses of technology.

But with technology comes the possibility of misuse. Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means. _Academic dishonesty is prohibited._ The student has the full responsibility for the content and integrity of all academic work submitted. If a student is unclear about a specific situation he/she should ask their teacher for clarification.

Internet and Technology

Due to the increasing complexity of the Internet and the easy access that students have to inappropriate materials, both _students and parents/guardians should read and follow the_ _adopted Board Policy 5131_ and other Internet related laws, rules, and regulations.

CyberBullying is prohibited. "Cyberbullying" includes the transmission of communications, forwarding or posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer or any wireless communication device.

Cyberbullying also includes breaking into another person's electronic account and/or assuming that person's identity in order to damage that person's reputation, friendships, or personal information.

Harassment—Sexual and Other Behavior

Tehama eLearning Academy is committed to providing an instructional environment free of unlawful harassment. School policy prohibits sexual harassment and discrimination because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, sexual

orientation, marital status, age, or any other basis protected by federal, state, or local law or ordinance or regulation.

<u>All such harassment and discrimination is unlawful</u>.

Unlawful harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets; derogatory jokes or comments; slurs; or unwanted sexual advances, invitations, or comment.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis
- <u>Threats and demands</u> to submit to sexual requests or offers of any benefits for sexual favors and <u>retaliation</u> for having reported or threatened to report harassment.

Board Policy 5131 **Summary**

The school board has adopted *Board Policy 5131* which seeks to insure that behaviors that endanger students, staff, or others are prohibited. This policy includes information related to Internet student safety and a comprehensive anti-bullying and behavior standard.
Generally, the policy refers to and prohibits behavior that endanger students, staff, or others; harassment of students or staff such as bullying, including cyberbullying, intimidation, hazing, initiation activity, extortion, threats, ridicule, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering as to person or personal property.

Cyberbullying is prohibited. See specific description above in the *Internet and Technology* section. *Board Policy 5131* also prohibits, profane, vulgar, or abusive language; plagiarism or dishonesty in schoolwork or on tests; inappropriate attire; unexcused absences and truancy; failure to abide by the "closed campus" rules; possession, use, or being under the influence of alcohol, tobacco, or other prohibited drug in violation of school rules. In addition, possession of weapons on school property is strictly prohibited.

Students who violate District or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, or the removal of the privilege of attending Tehama eLearning Academy. Also, the Administrator or designee shall notify local law enforcement as appropriate.

Student Appearance & Dress Code Policy

Research has concluded that students are able to perform at their highest level in a safe and secure environment. A strong correlation exists between student appearance and the perception and/or reality of school violence.

The school's dress code has been established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Any disruption or distraction that adversely impacts the educational process is not permitted. Inappropriate clothing and appearance are disruptive to the school program and school officials will enforce adherence to this policy by those under their jurisdiction. School officials have final authority to decide if clothing complies with school rules.

When it is determined that a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school or the student may be sent home in order to change clothes. In addition, the student may also receive a disciplinary consequence for violating the school's dress code policy.

Violations of this Policy

Violations of this policy shall be treated as disruptive behavior in violation of the Student Code of Conduct. This policy shall apply to students at all times when they attend school or any school sponsored event.

General Dress Code Policy Requirements

Appropriate Sizes: Students shall wear clothing of appropriate size. The size of shirts and pants shall be appropriate to the student's body size and shall not be unduly oversized or undersized.

Shirts: Shirts shall not be overlong, excessively baggy, or extend below what may be reasonably deemed the waist.

Pants: Pants shall be worn so that the waistband is worn at the waist and not below the waist ("sagging" garments are not acceptable).

Skirts and Dresses: The hem of girls' skirts or dresses shall be no shorter than mid thigh as determined by school officials.

Shoes/Footwear: All students shall wear shoes/footwear. Students may wear sandals provided they do not interfere with the general safety and welfare. Platforms and shoes with wheels may not be worn.

Unacceptable Attire

Students are not allowed to wear inappropriate clothing or jewelry such as:
- Clothing associated with gangs
- Clothing featuring tobacco, drugs, alcohol, or violence
- Clothing associated with discrimination on the basis of age, color, handicap, national origin, sexual orientation, marital status, race, religion, or sex.
- Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery, and sleepwear.
- Clothing which displays sex, violence, drugs, tobacco, alcohol, death, gang, or hate slogans or pictures.
- Short shorts or skirts (must be fingertip length)
- Pants, shorts, or skirts worn below the waist
- Underwear as outerwear, exposed underwear (appropriate undergarments will be worn at all times)
- Exposed midriff or cleavage
- Bare feet
- Jewelry with swastikas, pentagrams, spoons and/or other drug related items

Shorts

Shorts are permissible to be worn, provided the shorts extend to the tip of the fingertips when both arms are fully extended by the side. School officials' determination as to the appropriate length of the shorts shall be determinative and final.

Behavior Expectations and Consequences

The following are four basic expectations for all students at Tehama eLearning Academy:
1. Respect yourself, others, and the environment.
2. Listen and follow directions.
3. Use appropriate behaviors.
4. Prepare to be an active learner.

Consequences
1. Warnings:
    a. Non-verbal
    b. Verbal
2. Change Seats
    a. Work in another area away from class
    b. Work in another classroom
3. Call Home
    a. Conference with Parent/Guardian
    b. Behavior Contract
4. Student returned back to school of residence

Returning to Tehama eLearning Academy

If a student is unenrolled from TeLA due to Behavior or Academic Noncompliance, they must complete a successful semester at another school before they can return to TeLA. This means that they must complete the semester with a minimum of a 2.0 GPA.

Graduation/Promotion Requirements

At the Tehama eLearning Academy, we strive to see our students successfully transition into adulthood, with the graduation and promotion ceremonies as the celebration of their achievement. However, we do require that students must pass their classes and maintain good standing as a student here to be eligible to walk at their promotion/graduation ceremony.

Closed Campus Policy

When you enter the Tehama eLearning Academy building, please sign in at the front desk. When you are ready to exit the building, please sign out. (It would also be helpful to let your specific teacher know that you are entering or leaving the building.) Once you leave the building, you may not reenter that day.

Wait List (Interest List)

This list of students is used to track those who seek admission to Tehama eLearning Academy.

Extracurricular Activities

A student must be currently complying with the requirements of his/her master agreement and obtain the staff approval in order to participate in extracurricular activities, including work permits.

Communicating from School to Home

Our school calendar is available at the school site or online. As necessary, we will send home updated calendar information. Teachers and staff will use various means to communicate with you regarding student progress, changes in schedules, updates, special notices, and other information. *Additional copies of this handbook are available at the school office.*

The Tehama eLearning staff relays information by email, letters, and telephone calls, and sometimes home visits. We depend on you to support your student's progress by responding in a timely fashion to these communications. We thank you for assisting us.

Communication from home to school

We view the families of our students as trusted partners in the education of all our students. We value all the relationships that we share with one another

and strive to develop an atmosphere of trust, respect, support, understanding and empathy.

We encourage you as students and parents/guardians to let us know of any questions or concerns regarding the Tehama eLearning experience. Communicating timely questions, developing interventions and support; and the the sharing of concerns and transmitting important information regarding the student's educational welfare are highly valued.

We encourage every parent/guardian of a Tehama eLearning student to learn how to use the online progress updates, overviews and statistics that track your student's progress. This allows you, the parents and guardians, to access uptodate academic information.

We also value timely conversations from you via email and/or telephone.

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PARENT AND STUDENT ACKNOWLEDGEMENT FORM
2018-2019

Completion and return of this form is required for the student to complete the Tehama eLearning Academy admission process.

We, the undersigned, have received the school policies and procedures contained within this handbook and agree to comply with them.

Student's Name_____ Date_____

Student's Signature _____ Date _____

Parent/Guardian Name   _____

Parent/Guardian Signature _____ Date_____

Note: Please detach and give this form to the Tehama eLearning front office personnel.