

**Tehama eLearning  
Academy  
STUDENT HANDBOOK  
2020 – 2021 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 sixteenth year of operation serving approximately 130 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 a flexible, online, standards-based education and data-driven onsite instruction for students in Tehama and adjacent counties. To prepare students for college, career and future endeavors, we foster a supportive learning environment through parent partnership and relationship building with our students.

**Educational Philosophy** TeLA staff utilizes the latest technology to deliver a standards-aligned online curriculum that is accessible to students at any time. The school's Student Learner Outcomes state that Tehama eLearning Academy 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.

- **Critical Thinkers** 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.

### **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.

### ***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 up to date instruction in all programs of study with additional onsite learning opportunities.

### **Enrollment Process**

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

In the case that capacity has been reached, a lottery will be held according to the procedures in our Charter to ensure equity and fairness. In the case of a lottery,

siblings of current students will have first priority, followed by Tehama County residents.

## **Master Agreement**

Tehama eLearning Academy expects all students to fully comply with the conditions of their individual master agreement. Students and parents sign this legal document, and agree to comply with the stated conditions of enrollment including: meeting attendance requirements, academic progress requirements, participation in required testing, and participation in intervention and tutoring if needed. Compliance ensures success. We seek to schedule appropriate education plans and classes in order to insure a quality education. **Students may be exited from the program for failure to comply with this agreement.**

- *Monthly Progress* 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.

**Weekly Schedule\*Significant Temporary changes are in place for the 20/21 school year due to COVID 19. Please see the current schedule for student interaction and participation from your student's teacher.**

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 at home. Electives are available for students who qualify.

All students and parents must maintain regular communication and contact with teachers; this may include weekly meetings on Google Meet in place of

in-person contact if needed. Students are expected to participate in all virtual meetings assigned by the teacher.

### High School Pathway

We offer two pathways as a guideline in order to direct the student through the high school curriculum towards graduation. A basic core pathway is for students interested in community college or trade school. This is a grade by grade arranged list of classes needed in order to successfully complete the high school requirements. The College Prep pathway is also available for students interested in attaining higher level skills for a more academic career or college pathway. Students may take courses from either or both pathways according to interests and abilities.

All students, including 9th graders, are assessed in Reading and Math to ensure appropriate placement in courses.

### A-G Pathway

The following are the courses needed for a student to graduate from TeLA with their a-g courses completed. This would be necessary for a student who wanted to apply and gain admission to a California State University, or other University directly after High School.

A. History/Social science	One year of World History One year US History	World History US History
B. English	Four Years English	English I, II, III, IV
C. Math	Three Years Math	Algebra I Algebra II Geometry
D. Laboratory Science	Two Years Lab Sci	Biology w Lab Chemistry w Lab
E. Language	Two Years same lang	Spanish I & 2
F. Visual and Performing Arts	One year (choose 1)	Art in World Cultures Music Appreciation
G. Elective	One Year (choose 1)	See full elective course list

## **College and Career Readiness**

Upon enrollment, Teachers/Principal provide basic academic advising to incoming students based on student interest, math and reading assessments, student goals and previous transcripts. A complete a-g aligned pathway and college prep courses are available to all students and they are encouraged to participate in these courses.

The College and Career Advisor meets individually with students to create plans for the students future. These plans are shared with student and teacher for future planning. College field trips are provided for students to explore and consider possible futures. College& Career Advisor is available for appointments and can provide support for college and career research, interest and aptitude surveys, college applications, and help with the FAFSA.

All Students are encouraged to participate in college field trips (Shasta College, Butte College, Chico State, Simpson University and Redding School of Technology. All students are encouraged to complete a CTE pathway, and participate in a concurrently enrolled college course to ensure college and career readiness.

**Enrollment at Shasta College** is available and encouraged for students in 11th and 12th grade. We will support students by providing help with fees, cost of textbooks, and can provide tutoring and academic support as well. Principal must approve concurrent enrollment. Please speak to your teacher or the Principal for more information.

## **School Year Schedule**

The calendar for the 2020/2021 school year is available online or at the office.

## **Onsite School Nutrition Program for Students**

Student health and nutrition is an important component of student learning. We will provide one meal daily to students who are scheduled for three or more hours of onsite instruction any school day. This meal meets the requirements of the National School Lunch Program, but we do not participate in this Federal Program. The meal components provided to students are two servings of a grain, fruit and milk. Students will have several choices daily of what they would like to have and there will be no cost to families for this meal.

## **Attendance Plan of Action for Attendance Noncompliance**

A student may be exited 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 five days, a Student Study Team meeting may be required. The teacher continues to remind the 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.

Students exited due to noncompliance with the Master Agreement, must complete at least one successful semester at a different school before they will be admitted as a student at Tehama eLearning Academy again.

Successful semester is defined as completing the entire semester with at least a GPA of 2.0 for all coursework and have satisfactory attendance or no more than 10% of assigned school days absent.

### **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.

## **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.

Students utilizing school-owned Chromebooks or computers agree to and sign an agreement to the conditions listed in the Chromebook loan agreement. This agreement includes the requirement that the loaned equipment is returned in good condition, or the repair or replacement cost will be paid by the parent or guardian. If your student experiences any problems with loaned equipment, please notify the school immediately.

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.

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 each year, upon enrollment, students and parents/guardians will read and sign demonstrating agreement to follow the adopted Technology Acceptable Use Policy. This policy can be found under the Governance Tab on our website.

Among other things, this policy prohibits Cyberbullying. "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.

### **Student Appearance & Dress Code**

*Please see full Student Dress Code Policy on our Website for full information*

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. Students are expected to follow dress code policy during all meetings including in-person and virtual.

## **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

## **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

## **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 the front office for assistance.

## **Returning to Tehama eLearning Academy**

If a student is dis-enrolled 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 entire

semester with a minimum of a 2.0 GPA, and satisfactory attendance, they must not be truant or have missed more than 10% of the assigned school days.

### **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.

### **Student Work Permit**

*Please see staff in front office for complete information*

Students under the age of 18 are required to have a work permit for employment. Tehama eLearning Academy will provide a work permit at the request of the student with the parent's authorization for any student 15 or older, as long as they are in good academic standing and receive approval from their teacher.

### **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.) To ensure the safety of all students, we maintain a closed campus. 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. When families are interested in enrolling a new student, their name and contact information is taken. Before orientation, a letter is sent to the family with the appropriate information regarding orientation. It is the responsibility of the family to update changes of contact information with the school. Students who are unable to attend the orientation with a parent or guardian will be required to wait until the next orientation. If the school reaches enrollment capacity, a lottery will be utilized to ensure fair enrollment practices. This lottery format is outlined in the Charter.

## **Field Trips and School-Sponsored Events**

Students are required to follow all school dress code and behavior policies while attending a school field trip or school-sponsored event. No student will be permitted to go on a field trip or excursion without a permission slip signed by the student's parent or guardian.

All students physically going from one school site/function to another school site/function must be accompanied or transported by a member of the Tehama eLearning Academy staff.

When district transportation is provided, or students are attending a school-sponsored event, students may be released from using school transportation only with the written permission of their parents/guardians. A form may be signed at the start of the school year and kept in the student's file for this purpose, or parents may send written permission for student's release for individual trips. For more information, please see our School Field Trip Policy listed under governance policies on our school website.

## **Communicating from School to Home**

At enrollment, teachers will ask the best way to communicate with parents. Teachers will communicate regularly with parents via their preferred communication method to share how your student is doing and if they are making adequate academic progress. Teachers often use the Remind app to communicate with parents if this method is convenient but can also communicate via voice calls, or email.

Periodic automated calls will be made when large groups need to receive the same information. Please let us know if your contact information has changed or you are not receiving regular communication from the school.

## **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 every parent/guardian of a Tehama eLearning student to learn how to use the online progress updates to monitor and track your student's progress toward course completion. This allows you, the parents and guardians, to access up to date academic information. Your students' teacher would be happy to share with you how to use this feature of our curriculum. We encourage you as students and parents/guardians to let us know of any questions or concerns regarding the Tehama eLearning experience.

## **Special Education**

We comply with the California Department of Education Special Education Code. The full Special Education Policy and procedural safeguards can be found on the Governance tab of our Website, or will be provided upon request.

## **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.

## **Foster Youth**

*Please see the complete list of Foster Youth Education Rights on our website or request a copy at the front desk.*

Foster Youth have specific educational rights, such as the right to remain in the same school after a move to a new home, and the right to immediate enrollment in school, even if you do not have all of your documents such as a birth certificate or copy of your transcript. Tehama eLearning Academy has a Foster Youth Liaison who can help you with special circumstances that may arise because you are in care. Please see the Office Manager for more information.

## **Homeless Youth**

The McKinney-Vento Homeless Assistance Act is a federal legislation that ensures the educational rights and protections of children and youths experiencing homelessness. It ensures that all homeless students have access to the same free, appropriate public education as provided to other children and youth. Tehama eLearning Academy requests families complete a housing questionnaire to ensure homeless students are identified and provided proper support.

#### *Who Counts as a “Homeless” Student?*

The Federal Government’s legal definition of homelessness is based upon the McKinney-Vento Homeless Education Assistance Act as anyone who:

- Lacks a regular, fixed and adequate nighttime residence
- Is sharing housing due to economic struggles
- Is living in a public place not designed for sleeping or permanent residence (cars, parks, shelter or motel)
- Is an unaccompanied youth
- Is a youth awaiting foster care placement
- Is a migrant youth who qualifies under any of the above

Youth Have Rights to:

- Enroll in school without proper documentation/immunization records
- Attend classes while educational records are being located and transferred
- Remain in their school of origin
- Enroll in school without giving a permanent address
- Receive transportation to and from school

#### **Family Educational Rights and Privacy Act (FERPA)**

*Please see The Family Educational Rights and Privacy Act Guidance for Parents posted on our website*

The Family Educational Rights and Privacy Act (FERPA) is a complex federal law addressing the privacy of students’ educational records. FERPA gives parents/guardians certain rights regarding their child(ren)’s education records. These rights transfer to the student when he or she reaches the age of eighteen or attends a school beyond the high school level.

#### **Harassment—Sexual and Other Behavior**

*Please see The full Sexual Harassment Policy #12 located on the school website for more information.*

Sexual harassment of or by any student or member of the Tehama eLearning Academy (the "School") staff shall not be tolerated. The Governing Board considers sexual harassment to be a major offense, which may result in disciplinary action, including dismissal or expulsion, of the offending student or staff member, or other appropriate sanction. Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when it interferes with an individual's performance at school and/or creates an intimidating, hostile or offensive educational environment. Sexual Harassment should be reported immediately to the School Principal or designated Administrator.

### **Student Rights under Title IX**

*Please see full document posted on our website or ask Office Manager for printed copy regarding Title IX Law: Discrimination and Harassment*

Federal Title IX of the Education Amendments of 1972 ("Title IX"), implemented at 34 C.F.R. § 106.31, subd. (a), provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient which receives federal financial assistance. Relevant here, Title IX requires school districts to take immediate and appropriate action to investigate when it knows or reasonably should know of a possible Title IX violation.

### **Suspension and Expulsion**

*Please see full Suspension and Expulsion Policy on our website*

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. At the same time, the School intends to provide effective interventions for pupils who engage in acts of problematic behavior to help them change their behavior and avoid exclusion from the School. Staff shall enforce disciplinary rules and procedures fairly and consistently amongst all students. Discipline includes, but is not limited to, advising and counseling students, conferring with parents/guardians, detention during and after school

hours, community service on or off campus, the use of alternative educational environments, suspension and expulsion. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of reasonable force necessary to protect the employee, students, staff or other persons or to prevent damage to school property

## **Complaints**

In instances where there is a complaint that students or staff have against one another, they are encouraged to first address the issue with the person directly using conflict resolution skills without the intervention of a school employee. If needed, the student or staff member should request the support of a teacher or other trusted adult. A Complaint form and process is outlined if the situation is unable to be resolved. The Principal will step in to mediate and work to resolve the conflict. This complaint form is available from a member of the front office or the Principal.

### **Charter School Complaint Information;**

*Please see the Charter School Complaint form for more information.*

California Education Code (EC) Section 47605(d)(4) allows a parent or guardian to submit a complaint to the charter school authorizer when a charter school discourages a pupil's enrollment, requires records before enrollment, or encourages a pupil to disenroll.

### **Uniform Complaint Procedures (UCP):**

*Please see the Universal Complaint Policy for full information.*

*The Complaint Form may be picked up at the school office or found online in the Uniform Complaint Policy.*

The Uniform Complaint Procedures (UCP) will be followed when a complaint is made regarding an alleged violation by Tehama eLearning Academy of federal or state laws or regulations governing educational programs, including non-compliance with laws relating to pupil fees and our Local Control and Accountability Plan (LCAP). A UCP complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment,



intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance with the requirements of our LCAP.

**Tehama eLearning  
Academy  
715 Jackson Street, Suite  
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(530) 527-0188**

**PARENT AND STUDENT ACKNOWLEDGEMENT FORM  
2020-2021**

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 \_\_\_\_\_

