



715 Jackson Street, Suite B, Red Bluff, California 96080

GOVERNANCE COMMITTEE MEETING

TeLA Great Room

3:30 P.M. December 14th, 2017

AGENDA

1. Call to Order
2. Roll Call and Pledge of Allegiance
 - 2.1 Reminder of voting protocol
3. Consent Agenda Action
 - 4.1 Approval of Agenda
 - 4.2 Governance Committee Minutes from October 12th, 2017
5. Audience with Groups and/or Individuals to Speak
6. Administrator Report/ Curriculum Presentation Information
7. Chief Business Officer Report Information
8. New Business
 - 8.1 Child Abuse Reporting Policy Action
 - 8.2 Suspension/Expulsion Policy Action
 - 8.3 Dress Code Policy Action
 - 8.4 Active Shooter Protocol discussion Information
 - 8.4.1 Governance Committee Direction Action
 - 8.5 Inventory Disposal List Action
 - 8.6 2017-2018 Certificated and Classified Salary Schedule Increase Action
 - 8.7 TeLA Lease Extension with Red Bluff Professional Building Action
9. Old Business
 - 9.1 Dashboard Local Indicators Report Information
 - 9.2 Written Hiring Process Information
 - 9.3 Charter Revision Update Information
 - 9.4 LCAP Update - Dashboard Data Release Information
 - 9.5 WASC Update Information
10. Governing Committee Discussion
11. Adjournment

Next meeting February 8, 2018

Posted: December 7, 2017

Individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact Tehama eLearning Academy at least two days before the meeting date.

The agenda and supporting materials are available at Tehama eLearning Academy, 715 Jackson Street, Red Bluff, California. For more information please call (530) 527-0188.

Public Comment Cards must be completed prior to the commencement of the meeting by Groups or individuals wishing to address the Governance Committee.



Tehama eLearning Academy
GOVERNANCE COMMITTEE MEETING
 Meeting Minutes
Thursday, October 12th, 2017

The meeting of the Tehama eLearning Academy Governance Committee was held on the above date. In addition to the Committee members: Katelyn Lynch from TeLA, Andrea Stoich from TeLA, Denise Cottingham from TCDE, Robert Crowell parent of two TeLA students.

Call to Order	October 12, 2017 Karin Matray called the meeting to order at 3:40pm
2. Roll Call	Present: Karin Matray, Lorna Manuel, Michelle Barnard, Lourdes Knowles, Kandyce Cox
3. Approval of Agenda	Lorna moved, Michelle Seconded, all agreed; Agenda was approved.
4. Consent Agenda	4.1 Governance Committee Minutes from August 17th, 2017 - Lorna moved, Michelle Seconded, all others in attendance approved.
5. Audience with Groups and/or Individuals	None.
6. Administrator Report -- Including Local Indicators/CBE Dashboard	Michelle gave her administrator's report and began by saying we have 103 students currently enrolled in TeLA, with 10 of those students being new enrollments from the September orientation. Michelle gave a brief review of family night, which 58 people attended. She also noted that the auditors who came to TeLA in August found everything in order with no recommendation for improvement. She also explained to those in attendance that we had two students, Addisen and April Crowell who were honored at the Elks Lodge 10/12/2017 for student of the month. Michelle noted that on 8/25/2017 we held a TEAM training at TeLA in which all TeLA, Lincoln Street, and Adult Ed staff attended. On 10/09/17 and 10/10/17 Katelyn at Joni attended the Aeries conference, and TeLA is currently looking to hire an additional Para Educator, with the position closing October 16th.

	<p>Michelle also gave the i-Ready update which highlighted the students improvement in high school reading, along with additional improvements in other areas.</p> <p>Staff will be working collaboratively to complete a self-reflection on the local indicator items of; appropriately assigned teachers, curriculum access, safe, clean facilities, implementation of standards, parent engagement and school climate. The information will be reported to CDE for the dashboard.</p>
<p>7. Chief Business Officer Report</p>	<p>D. Cottingham reviewed budget packet and explained budget, and summarized that out end of year reserves for the 2016/2017 budget were higher than anticipated, and emphasized the need to use that money to purchase more learning, teaching, and staff materials.</p>
<p>8. New Business 8.1 Approval of Hire of New Staff 8.2 Contract for Criterion 8.3 2017-2018 Budget 8.4 Field Trip List 8.5 Social Media 8.6 Video Project 8.7 Chromebook Disposal 8.8 TeLA Premium Reduction Plan for 2017-2018 8.9 2016-2017 Unaudited Actuals</p>	<p>8.1 Katelyn Lynch was introduced as the new Secretary/Registrar at TeLA. It was discussed that at further meetings we would like to have a written process about the approval of new hires but Lorna Manuel moved to approve, Michelle Barnard seconded, and all others in attendance approved.</p> <p>8.2 Michelle gave an overview of the contract for Criterion by explaining that it will be used to give students real time feedback while they are writing in the program to improve writing skills, and noted that this is also aligned to meet our WASC requirements. This program is \$8.00 per student each year, but there is a \$300 one-time staff training to teach them how to use Criterion. Lorna asked about the grading feature, and Michelle explained that we would not use that feature. Lorna motioned, Lourdes Knowles seconded, all others in attendance approved.</p> <p>8.3 Denise reviewed the 2017-2018 budget adoption and that this has been approved by Richard Duvarney.</p> <p>8.4 Michelle went over the field trip list, confirmed that the policies and procedures now align. Michelle motioned, after a second, all other in attendance approved.</p> <p>8.5 Michelle explained that she has been approached by teacher Megan MacCaughey with an interest in developing a Facebook page and wanted input from the board about creating one. Karin Matray recommended that Michelle speaks with David Lopez at TCDE, and as long as the Facebook page follows the guidelines set by the Department of Ed, we can proceed with the page.</p> <p>8.6 Michelle spoke with the group about, and showed one of the videos that is shown online. She noted that it would be used to try to raise awareness and support for our school within the community. It is \$3,500 for a one minute video highlighting our school.</p> <p>8.7 The group reviewed the list of Chromebooks TeLA is requesting approval to dispose of, and Michelle explained that all of these chromebooks are at their end-of-life, and no longer have supporting updates and operating systems. Lorna Manuel motioned, after a second, and all others in attendance approved.</p>

	<p>8.8 Denise explained the Premium Reduction Plan, which means that employees health insurance cost is taken out of their check before taxes, and noted it is the same process as last year and just needs to be approved by the board each year. Lorna motioned, Kandyce Cox seconded, and all others in attendance approved.</p> <p>8.9 Denise gave a summary of the unaudited actuals for the 2016-2017 year and reviewed the designations for the reserved/overflow money from that year. Michelle motioned, Kandyce Cox seconded, all others in attendance approved.</p>
<p>9. Old Business 9.1 ChromeBook Security 9.2 Policy Update 9.3 WASC Update</p>	<p>9.1 Michelle gave an update for the Chromebook security by explaining that the 'bug tags' have been ordered for the Chromebooks, but we are still looking for a more economical antenna provider/installer.</p> <p>9.2 Michelle gave a policy update, stating that we already have 5 policies approved, and plan to have 3 more on the agenda at the next meeting for approval.</p> <p>9.3 Michelle gave the WASC update by detailing what the staff plans to do to meet all criteria. It was mentioned that we are still looking for a "physical science' or 'lab science' course for students, Lorna mentioned looking into an electrical or engineering class.</p>
<p>10. Governing Committee Discussion</p>	<ol style="list-style-type: none"> 1) Kandyce Cox asked about having a school dance for TeLA students only, which would offer them more social opportunities. Lourdes recommended that we speak with the students and approach them with this opportunity and get their input on what they would like to do. Robert Crowell said he has DJ equipment. 2) Lorna explained that there is a teacher training Friday 11/17/2017, \$50.00 per person, for digital/electronic applications. 3) Karin Matray gave an update on the new TeLA building at the TCDE location next to Lincoln Street School. She said the planning stages are still in the architect's hands. 4) Karin Matray said that the LCAP was approved with small adjustments to the wording and typo corrections. 5) Robert Crowell asked if we would be doing the Six Flags field trip again this year. Michelle said we were still planning on it and we're still deciding whether it would solely be offered as an incentive trip or not. 6) Michelle shared the charts Megan MacCaughey made with the students responses, when they were asked what kind of trips or incentives they would be interested in for improved test scores/effort.
<p>Adjournment :</p>	<p>There being no further business the meeting was adjourned at 4:48pm.</p>
<p>Next Meeting : December 14, 2017</p>	

Tela Governing Board Meeting

December 7, 2017

Administrator Report

Michelle Barnard, Principal

Program updates: Current enrollment is 95. Orientation for new students will be held January 10, 2018. Since our last meeting one student graduated, one student voluntarily returned to Red Bluff High, one went to Lincoln Street School, one moved out of County, one moved out of state, and three were exited due to non-attendance.

Family Night was held on November 29th. It was planned and put together by the Leadership Class, with students doing the cooking, with the help of one of our parents, to create three crock pot soups for a soup supper followed by root beer floats. We had a total of 52 participants who all seemed to enjoy their evening. We presented information on our school curriculum and provided parents and students an opportunity to give feedback in the form of an online survey. (results in a separate sheet) We had "minute to win it" games and prizes.

Two students were honored at the Elks student of the month luncheon for November; Lourdes Knowles (11th grade) and Nicole Hooks (8th grade) and two for December, Angela Woolbert (8th grade) and Katelynn Woolbert (11th grade) attended the luncheon with teachers and families.

Our seventh-ninth grade students participated in the Healthy Kids survey during November. We should have results to view soon.

TeLa now has a Facebook Page and updated website. We invite you to visit our website for current happenings and check out our new presence on Social Media.

We offered all families a parent-teacher conference during the last week of November, with 6 parents/students attending a conference.

Staffing updates: .

Amy Williams, new Paraeducator started October 19, 2017 working three days per week.

CSEC (Commercial Sexual Exploitation of Children) Training at TeLa December 8. Lunch 12:15, training with Cynthia Cook begins at 1:00. Staff from Adult School, Lincoln Street School, and Juvenile Justice Center will attend.

Brianna Eaton, will be going out on maternity leave in January. We are working to have a long-term sub for her position.

Adult Education: Paraeducator Workshop begins January 9th here at TeLa (see handout)

Upcoming Events:

Student Social event December 15th 5-7pm

First Semester ends December 20, 2017

New Student Orientation 1/10/18 4:00 pm

Next Family Night: January 31, 2018 5-7 pm

School Safety Committee February 2, 2018, 1:00-2:30pm

WASC Special Visit: March 13, 2018

Child Neglect, Abuse, and Reporting Policy

Child abuse is broadly defined as "physical and/or emotional welfare harm or threatened harm, caused by other than accidental acts or failures to act, by his or her parent or other person responsible for the child's welfare." School employees are required to report instances of child abuse when the employee has a "reasonable suspicion" that child abuse or neglect has occurred. Reasonable suspicion arises when the facts surrounding the incident or suspicion could cause a reasonable person in a like position to suspect child abuse or neglect.

Procedures

Any employee who knows or reasonably suspects a child has been the victim of child abuse shall report the instance to one of the three agencies by phone immediately:

Child Protective Services (Welfare Department)

Sheriff's Office

Red Bluff or Corning Police Department

The phone call is to be followed by a written report prepared by the employee within thirty-six (36) hours, which may be sent by fax or electronically. There is no duty for the reporter to contact the child's parents.

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, the School principal, a School counselor, coworker or other person shall not be a substitute for making a mandated report to Child Protective Services, Sheriff's Office, or Red Bluff/Coming Police Department.

Adopted:

Amended:

PUPIL SUSPENSION AND EXPULSION POLICY

I. Introduction

This Pupil Suspension and Expulsion Policy (the "Policy") for Tehama eLearning Academy ("School") 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. The Policy will be available on the website and may be printed upon request. A summary of this Policy will be distributed as part of the Student Handbook and will clearly describe discipline expectations. The Administrator/Designee shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy is available on request at Tehama eLearning Academy School's main office.

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.

A student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities in Education Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. The School will follow Section 504, the IDEA, the Americans with Disabilities Act of 1990 ("ADA") and all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

II. Suspension

A. Definition:

Suspension is the temporary removal of a pupil from class instruction for adjustment or disciplinary reasons. Suspension does not mean any of the following:

- Referral to a certificated employee designated by the Administrator/Designee to advise pupils;
- Removal from the class, but without reassignment to another class for the remainder of the class period without sending the pupil to the Administrator/Designee.

The School shall consider suspension from School only when other means of correction fail to bring about proper conduct or where the student's presence would constitute a danger to persons or property or seriously disrupt the educational process.

B. Authority

The Administrator/Designee may suspend a student from class, classes or the school for a period not to exceed five days. The Administrator/Designee may extend a student's suspension pending final decision by the Governance Board of the School on a recommendation for expulsion. On a recommendation for expulsion, the Governance Board may suspend a special education student being considered for expulsion in accordance with the laws relating to expulsion of special education students.

A pupil may not be suspended or expelled for any of the acts enumerated in this Policy unless the act is related to school activity or school attendance of Tehama eLearning Academy. A pupil may be suspended or expelled for acts that are enumerated in this Policy and related to school activity or attendance that occur at any time, including, but not limited to any of the following:

- While on school grounds
- While going to or coming from school
- During, or while going to or coming from a school sponsored activity
- All acts related to school activity or school attendance occurring within the School

C. Grounds

The Administrator/Designee may use his/her discretion to provide alternatives to suspension or expulsion recommendations that are age appropriate and designed to address and correct the student's specific misbehavior. Alternatively, students may be suspended or recommended for expulsion for any of the following acts (whether completed, attempted or threatened) when it is determined the pupil:

- Caused physical injury to another person or willfully used force or violence upon the person of another, except in self-defense
- Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from an authorized certificated school employee, with the Administrator/Designee's written concurrence
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code sections 11053-11058 (including, but not limited to, opiates, hallucinogenic substances, stimulants, depressants and narcotic drugs), alcoholic beverage or intoxicant of any kind.

- Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented the same as a controlled substance, alcoholic beverage or intoxicant
- Committed or attempted to commit robbery or extortion
- Caused or attempted to cause damage to school property or private property
- Stole or attempted to steal school property or private property (as used in this policy, "school property" includes but is not limited to electronic files and databases)
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel and e-cigarettes, whether or not they contain tobacco
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Unlawfully possessed or offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code section 11014.5
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials or other school personnel engaged in the performance of their duties
- Knowingly received stolen school property or private property
- Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm
- Committed a sexual assault as defined in Penal Code sections 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4
- Harassed, threatened or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness
- Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drugs
- Engaged in, or attempted to engage in, hazing. "Hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective pupil. "Hazing" does not include athletic events or school-sanctioned events.
- Engaged in an act of bullying. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more the of the following:
 - o Placing a reasonable pupil(s) in fear of harm to that pupil's person or property;
 - o Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;

- o Causing a reasonable pupil to experience substantial interference with his or her academic performance;
- o Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- An electronic act, for purposes of the immediately preceding paragraph, means the transmission, by means of an electronic device, including but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including but not limited to, any of the following:
 - o A message, text, sound or image.
 - o A post on a social network Internet Web site including, but not limited to:
 - Posting to or creating a bum page. "Bum page" means an Internet Web site created for the purpose of having one or more of the effects listed above.
 - Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - Creating a false profile for the purpose of having one or more of the effects listed above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - o An act of cyber sexual bullying.
 - For purposes of this section, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described above. A photograph or other visual recording shall include the depiction of a nude, semi-nude or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording or other electronic act.
 - Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political or scientific value or that involves athletic events or school-sanctioned activities.
 - o An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - o A "reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill and judgment in conduct for a

person of his or her age, or for a person of his or her age with his or her exceptional needs.

- Made terrorist threats against school officials and/or school property
- Committed sexual harassment
- Caused or participated in an act of hate violence
- Carried, possessed, sold or otherwise furnished an electronic signaling device
- Committed hazing
- Committed vandalism/malicious mischief
- Violated academic ethics
- Falsified or misinterpreted notes or phone calls of parents or guardians
- Falsely activated fire alarm
- Habitually violated the dress code
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment
- Discriminated against, harassed, intimidated, and/or bullied any person or groups of persons based on the following actual or perceived characteristics: disability, gender, nationality, race or ethnicity, religion, sexual orientation, gender identity, gender expression, religion, or association with one or more of these actual or perceived characteristics
- A pupil who aids or abets, as defined in section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this policy, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury may be recommended for expulsion.

The above list is not exhaustive and depending upon the offense, a pupil may be suspended or recommended for expulsion for misconduct not specified above.

D. Procedure Required to Suspend

Step One

The Administrator/Designee shall investigate the incident and determine whether or not it merits suspension.

Searches: In order to investigate an incident, a student's attire, personal property, vehicle or school property, including books, desks and school lockers, or loaned electronic devices, including email sent or received on school account, may be searched by an Administrator/Designee who has reasonable

suspicion that a student has violated or is violating the law or the rules of the school. Illegally possessed items shall be confiscated and turned over to the police.

This does not include removing clothing to permit visual inspection of the underclothing, breasts, buttocks or genitalia of the pupil.

Step Two

Unless a student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, a suspension will be preceded by an informal conference between the Administrator/Designee and the student in which the student shall be orally informed of the reason for the suspension, the evidence against him, and be given the opportunity to present informal proof of his/her side of the story. If the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the informal conference will be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason, including, but not limited to, hospitalization or detention in a correctional facility.

At the time of the suspension, a School employee shall make a reasonable effort to contact the parent/guardian by telephone or in person to inform him/her of the suspension and the reasons therefor.

If a student is suspended without the informal conference, both the student and the parent/guardian will be notified of a student's right to return to school for the purpose of a conference.

Step Three

The Administrator/Designee determines the appropriate length of the suspension (up to 5 days). When suspensions do not include a recommendation for expulsion, they shall not exceed 5 consecutive school days per suspension.

Step Four

The Administrator/Designee fills out a Notice of Suspension Form, a copy of which will be sent to the student's parent/guardian and to the student. A copy of this form is also placed in the student's cumulative file at the School. The Notice of Suspension Form shall state the fact of suspension, its duration and the specific offense committed by the student. In addition, the notice may state the date and time when the student may return to school. The notice shall also state that if desired by the parent/guardian, a prompt meeting or hearing will be held at which the suspension may be discussed and at which the student may be present and afforded an opportunity to present informal proof of his/her side of the case. Additionally, if the School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request the parent/guardian to respond to such requests without delay.

Step Five

The Administrator/Designee determines whether the offense warrants a police report. Administrator/Designee will report certain offenses to law enforcement authorities in accordance with Education Code section 48902.

When Administrator/Designee releases a minor pupil to a peace officer for the purpose of removing the minor from the school premises, the Administrator/Designee shall take immediate steps to notify the parent, guardian or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, unless the minor has been taken into custody as a victim of suspected child abuse

Step Six

The Administrator/Designee may require the student and his/her parent/guardian to sign a contract that states the conditions that the student is expected to meet while at the School. Copies of the signed contract are kept by the school and given to the parent/guardian.

Special Education and Section 504 Student Suspensions

When suspensions involve special education students or students with a 504 plan, a manifestation determination meeting shall be held no later than the tenth suspension day (whether consecutive or cumulative for the school year). The Administrator/Designee shall notify the student's special education teacher or regular education teacher when the student's cumulative days of suspension for that school year reaches eight. That teacher shall promptly notify Tehama County Department of Education's SELPA Director of the need for the manifestation determination meeting. The manifestation determination meeting shall include the LEA, the parent, and relevant members of the student's IEP Team or 504 Plan Team (as determined by the parent and the LEA).

The student shall be treated as a general education student for disciplinary purposes, except to the extent that educational services must continue, if at the manifestation determination meeting the following are both determined in the negative, after reviewing all relevant information in the student's file, including the student's IEP, any teacher observations and any relevant information provided by the parents: 1) the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability under the IDEA or section 504; or 2) the conduct in question was the direct result of the LEA's failure to implement the IEP or 504 Plan. If it is determined at the manifestation determination meeting that 1) or 2) is answered in the affirmative, the conduct is deemed a manifestation of the disability.

If the conduct is deemed a manifestation of the disability, the IEP Team or 504 Team must conduct a behavioral assessment (or other appropriate assessment for the 504 student), create a plan and implement it, or if the plan is preexisting, review it and modify it as necessary to address the behavior.

In the case of a manifestation of a disability, the student will be returned to the placement from which he/she was removed, unless the LEA and parent agree to a change of placement as part of the modification of the behavioral intervention plan or updated 504 Plan. For special education and 504

students, a new manifestation determination meeting is required for all proposed suspensions exceeding ten cumulative days in one school year.

The special education student may be removed from school to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student: 1) carries a weapon to or possesses a weapon at school, on school premises or to or at a school function under the jurisdiction of the School; 2) knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the School; or 3) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the School.

E. No Right to Appeal

The pupil shall have no right of appeal from expulsion from the Charter School as the Charter School Advisory Board's decision to expel shall be final.

III. Expulsion

A. Definition

Expulsion means involuntary disenrollment from the charter school.

B. Authority

A student may be expelled either by the Board following a hearing before it or by the Board upon a recommendation of an Administrative Panel to be assigned by the Board as needed. The Panel may recommend expulsion of any student found to have committed an expellable offense.

The Board, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition of the suspension of enforcement, assign the pupil to a school, class or program that is deemed appropriate for the rehabilitation of the pupil [or other conditions such as good behavior, attendance, etc.]. The rehabilitation program to which the pupil is assigned may provide for the involvement of the pupil's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the pupil has satisfactorily completed the rehabilitation program.

C. Grounds for Expulsion

Category I Expulsions - Mandatory Recommendation for Expulsion

The Administrator/Designee shall immediately suspend a student, and recommend for expulsion, a student who has committed one or more of the following acts:

- Possessing, selling or otherwise furnishing a firearm when a school employee verifies firearm possession, unless the student obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or his/her designee
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or committing a sexual battery
- Possession of an explosive

Category II Expulsions - Recommendation for Expulsion Required, Unless Inappropriate Under the Circumstances

A student who has committed one of the following acts of misconduct must be recommended for expulsion, unless the Administrator/Designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.

- Causing physical injury to another person, except in self-defense
- Possession of any knife, explosive or other dangerous object of no reasonable use to the student
- Unlawful possession of any controlled substance, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis or for possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician
- Robbery or extortion
- Assault or battery on a school employee

Category III Expulsions -Discretion ary Expulsion Recommendation

In the discretion of the Administrator/Designee, any act that warrants suspension may warrant expulsion. Additionally, a student may be expelled for misconduct that is not listed above if the acts disrupt and/or present ongoing health and/or safety concerns, or the student has repeatedly engaged in the misconduct.

D. Procedures to Expel a Student

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Director or designee determines that the pupil has committed an expellable offense.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the pupil makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

Step One

Administrator/Designee investigates the incident and determines whether the offense results in a suspension. If so, the Administrator/Designee follows the procedures to suspend the student as outlined above.

Step Two

In the discretion of Administrator/Designee, a student's suspension may be extended pending expulsion. In this case, a meeting is held within 10 school days of the student's suspension to extend the suspension. The student and his/her parent/guardian are invited to attend this meeting with Administrator/Designee. Other school personnel may also be present.

At this meeting, the offense and the repercussions are discussed. An extension of the suspension may be granted only if the Administrator/Designee has determined, after the meeting, that the presence of the student at the School would cause a danger to persons or property or a threat of disrupting the instructional process. If the student has committed an offense that requires a mandatory expulsion recommendation, this is discussed so that it is understood by all parties. The purpose of the meeting is to decide upon the extension of the suspension order and may be held in conjunction with the initial meeting with the parents after the suspension.

Step Three

The School shall send a letter to the student and parent/guardian regarding the expulsion hearing. The expulsion hearing shall be held no later than 30 school days of the date that expulsion is recommended, unless a brief extension is requested by the student or his/her parent/ guardian.

The letter shall be sent via certified mail to the student and his/her parent/guardian to the address reflected in the pupil's student file at least 10 calendar days before the date of the hearing. The letter shall notify the student and parent/guardian when and where the expulsion hearing will take place and the rights of the student with respect to the hearing, including:

- The date and place of the expulsion hearing;
- A statement of the facts, charges and offenses upon which the proposed expulsion is based;
- A copy of the School's disciplinary rules relating to the alleged violation;
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the School to any other school district or school to which the student seeks enrollment;

- The opportunity for the student or the student's parent/guardian to appear in person and/or to employ and be represented by counsel or an advocate;
- The right to inspect and obtain copies of all documents to be used at the hearing;
- The opportunity to confront and question witnesses who testify at the hearing;
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witness testimony.

Step Four

The Administrator/Designee shall maintain documents that may be used at the hearing and make them available for review by the student and/or his/her parent/guardian. These papers may include, but are not limited to, the following: A record of the student's attendance and grades, a record of previous infractions, a statement of the facts surrounding the case made by other school personnel; a statement of the facts surrounding the case made by a witness, a law enforcement agency's report and any other relevant matter.

Step Five

An expulsion hearing shall be held before Administrative Panel. A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and a complete written transcription of the proceedings can be made.

While the technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct

of serious affairs. A recommendation by Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on evidence produced at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay evidence, although sworn declarations may be admitted as testimony from witnesses who are determined by the Administrative Panel that disclosure of their identity or live testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

Step Six

The decision of the Administrative Panel shall be in the form of a written recommendation, with findings of fact, to the Governance Board who will make a final determination regarding the expulsion.

The final decision by the Governance Board shall be made within 10 days following the conclusion of the hearing, or within 40 school days after the date of the pupil's removal from the School for the incident for which the recommendation for expulsion is made. If the Administrative Panel decides not to recommend expulsion, the pupil shall be reinstated and permitted to return to the regular program. The decision not to recommend expulsion shall be final.

Step Seven

The Administrator/Designee following a decision of the Governance Board to expel a student, shall send written notice of the decision to expel, including the Administrative Panel's findings of fact, to the student or parent/guardian. The notice shall include the following:

- Notice of the specific offense committed by the student;
- Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status within the charter school

Within 30 days of the decision to expel, the Administrator/Designee shall send written notice of the decision to expel to the student's district of residence, the Tehama County Department of Education and the charter granting district (if different than the student's district of residence). This notice shall include the student's name and the specific expellable offense committed by the student.

Step Eight

Parents/guardians of pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence.

The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

Step Nine

The school shall maintain records of all student suspensions and expulsions at the school site. Such records shall be made available for Tehama County Department of Education's review upon request.

Students who are expelled from the charter school shall be given a rehabilitation plan upon expulsion as developed by the Governance Board, or its designee, at the time of the expulsion order, which may include, but is not limited to, a periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the school for readmission.

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Governance Board or its designee following a meeting with the Administrator/Designee and the pupil and parent/guardian to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a

threat to others or will be disruptive to the school environment. The Administrator/Designee shall make a recommendation to the Governance Board following the meeting regarding his/her determination. The pupil's readmission is also contingent upon the school's capacity and any other admission requirements in effect at the time the student seeks admission or readmission.

Adopted:

Amended:

Student Dress Code Policy

The Board recognizes the need for Tehama eLearning Academy students to dress appropriately for school to increase student achievement, promote safety and enhance a positive school environment. The Board is committed to protecting the health, safety, and welfare of the students and the Board believes that appropriate dress and grooming contribute to a productive learning environment.

General Guidelines

Inappropriate apparel includes clothing that compromises safety or is disruptive and/or distracting to the school environment and instructional process. The following basic guidelines should be followed:

- All clothing, including hats, must be free of depictions of violence, graffiti, racial comments, crude language, and references alcohol, drugs, sex, tobacco, or indicates gang affiliation.
- No visible undergarments.
- No pajamas/sleepwear or slippers.
- Shorts & skirts must not be shorter than 3" from the top of the kneecap. No swim shorts.
- Shirts must be long enough to touch the top of the pants while, standing. No crop tops, exposed midriff or cleavage.
- Spaghetti strapped tops or strapless tops are not permitted UNLESS layered under other clothing. Straps should measure at least 1" wide.
- Pants or shorts must be worn around the waist.
- No wearing pointed metal, lengthy chains, or sharp studded jewelry.
- No bare feet.

It may become necessary at the judgment of the site administrator to modify the dress code in order to eliminate any distractions to the educational process.

Noncompliance:

Noncompliance by any student will result in the student being unable to participate until they are following the Dress Code Policy. In some cases, students may be offered 'loaner' TeLA attire to wear over clothing that is deemed inappropriate.

Adopted:

Amended:

Tehama eLearning Academy - 2017/2018

Onsite Active Shooter Protocol and Evacuation Plan

Steps for Evacuation (Shooter in the Building)

Depending on the scenario (i.e. where you are located in the building and where the shooter is located or moving toward), follow the range of possible actions to take:

1. Principal and/or front office staff hits panic button.
2. Quickly assess the situation. Do not scream or push others. Try to remain calm.
3. If possible, any staff present should attempt to contact law enforcement immediately.
4. All students and staff should look for the nearest and safest exit.
5. Students and staff should then use the nearest and safest route to exit the building. When exiting, students and staff can and should use any means necessary to defend themselves or others to safely exit. This can include throwing items to distract the shooter, using furniture to block gunfire or to temporarily shelter when moving toward an exit, and/or breaking school property or windows to clear a path to exit.
6. If exits are blocked by shooter(s), students and staff should head to the nearest office, lock the door, close the blinds, break the window using glass hammers, and exit the building.
7. Whenever possible, students and staff should help or encourage others to move toward safety (especially those who might become frozen out of fear) but should not risk their life if another refuses to move.
8. Once students and staff have exited the building quickly, quietly, and safely head toward our pre-arranged safe meeting place, The Vineyard Church on the corner of Walnut St. and Jackson St. If law enforcement is already present, follow their direction including any possible change to the safe meeting place or where to shelter until the incident is over.
9. Once at the safe meeting place, staff will take attendance to be sure that all students who were onsite at the time of the incident are accounted for. Any student not accounted for should be reported to law enforcement immediately.
10. Principal and/or front office staff sends out the following all-call to parents and/or guardians: "Tehama eLearning Academy has had an incident. Law enforcement is on scene. Do not attempt to pick-up your student(s). Once cleared by law enforcement, you will be notified where and when to pick-up your student(s). Check with law enforcement and/or the local media/radio for updates."
11. Once clearance has been given by law enforcement, the principal and/or front office staff sends out an all-call to parents and/or guardians instructing them where and when they can pick-up their student(s).
12. Students should remain sheltered in place with staff and/or law enforcement until they are officially released to their only parent(s) or guardian(s) by staff and/or law enforcement only.

Sheltering in Place (Active Shooter Nearby; Not In Our Building)

1. Principal and/or front office hits the panic button.
2. Principal and/or front office staff announces, "LOCKDOWN."
3. Quickly assess the situation. Do not scream or push others. Try to remain calm.
4. Lock doors. Turn lights off. Draw blinds. Get to the floor. Remain silent and still.
5. If possible, principal and/or front office staff sends out the following all-call to parents and/or guardians: "Tehama eLearning Academy is on LOCKDOWN. Do not attempt to pick-up your student(s). Once cleared by law enforcement, you will be notified where and when to pick-up your student(s). Check with law enforcement and/or the local media/radio for updates."
6. Students should stay off their phones and/or social media.
7. Students should remain sheltered in place with staff until staff has been notified by law enforcement that the incident is officially over, and it is safe to leave the premises.
8. Principal and/or front office staff will announce, "ALL CLEAR."
9. Principal and/or front office staff sends out an all-call to parents and/or guardians instructing them where and when they can pick-up their student(s).
10. Once the "All Clear" has been given, students will be officially released to only their parent(s) or guardian(s) by staff and/or law enforcement only.



Proposed Disposal of Inventory
Date 12/14/2017

- 1067 Chromebook
- 1107 Chromebook
- 1074 Chromebook
- 1122 Chromebook
- 1059 Chromebook
- 1125 Chromebook
- 1072 Chromebook
- 1127 Chromebook
- 1062 Chromebook
- 1054 Chromebook
- 1111 Chromebook
- 1068 Chromebook
- 1051 Apple Macbook
- 1146 Staff HP
- 1120 Chromebook
- 1079 Chromebook

Approved for Disposal

Denied for Disposal

Reason for Denial _____

Signature

Date



Tehama eLearning Academy

December 5, 2017

RE: Proposed Salary Schedule Increase 17-18

The attached proposed Salary Schedules for Tehama e Learning Academy for the 17-18 year are increased by 1%. If approved a retro back to 7/1/17 will be included on the December paychecks.

Also proposed is a One Time 1% of base salary. If approved, this will be included on the December paychecks.

Cost of these increase are as follows:

Certificated Salary Schedule total cost \$2,586.07

Certificated One Time total cost \$2,611.94

Classified Salary Schedule total cost \$1,424.04

Classified One Time total cost \$1,437.69

**Tehama eLearning Academy - Certificated Salary Schedule
2017-18**

	A	B	C	D
Step	BA + 30	BA+45	BA+ 60	BA+75
1	\$44,882	\$46,229	\$47,616	\$49,045
2	\$46,228	\$47,616	\$49,044	\$50,516
3	\$47,615	\$49,044	\$50,516	\$52,032
4	\$49,044	\$50,516	\$52,031	\$53,593
5	\$50,515	\$52,031	\$53,592	\$55,201
6	\$52,031	\$53,592	\$55,200	\$56,857
7	\$53,591	\$55,200	\$56,856	\$58,562
8	\$55,199	\$56,856	\$58,562	\$60,319
9	\$56,855	\$58,562	\$60,319	\$62,129
10	\$57,992	\$60,318	\$62,128	\$63,993
11-13	\$58,862	\$62,731	\$64,613	\$66,552
14-16	\$59,745	\$65,240	\$67,198	\$69,214
17-19	\$60,641	\$67,850	\$69,886	\$71,983
20-22	\$61,551	\$70,564	\$72,681	\$74,862

Salary Schedule reflects a 180 day, 7 hour, work schedule.

Certificated Staff performing Extra Duty and Part-time or Short Term Contracts will be paid at the hourly rate of \$35.00
 \$1,250 Annual Stipend for Masters Degree.
 \$3,000 Annual Stipend for Tech Coordinator
 Certificated Counselors will be paid at the hourly rate of \$50.00
 Certificated Substitutes will be paid at the daily rate of \$100.00
 Contract days will be adjusted for Adult Education Teacher.

Effective: 7/1/17

Approved:

**Tehama eLearning Academy - Non-Certificated Salary Schedule
2017-18**

Step	A: Aide			B: Aide/w AA degree			C: Secretary/Registrar			D: Office Manager		
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual
1	\$9.89	\$1,714	\$20,571	\$12.00	\$2,080	\$24,960	\$13.51	\$2,342	\$28,101	\$17.14	\$2,971	\$35,651
2	\$10.14	\$1,757	\$21,085	\$12.30	\$2,132	\$25,584	\$13.92	\$2,412	\$28,944	\$17.65	\$3,060	\$36,721
3	\$10.39	\$1,801	\$21,613	\$12.61	\$2,185	\$26,224	\$14.33	\$2,484	\$29,812	\$18.18	\$3,152	\$37,822
4	\$10.65	\$1,846	\$22,153	\$12.92	\$2,240	\$26,879	\$14.76	\$2,559	\$30,707	\$18.73	\$3,246	\$38,957
5	\$10.92	\$1,892	\$22,707	\$13.25	\$2,296	\$27,551	\$15.21	\$2,636	\$31,628	\$19.29	\$3,344	\$40,126
6	\$11.19	\$1,940	\$23,274	\$13.58	\$2,353	\$28,240	\$15.66	\$2,715	\$32,577	\$19.87	\$3,444	\$41,330
7	\$11.47	\$1,988	\$23,856	\$13.92	\$2,412	\$28,946	\$16.13	\$2,796	\$33,554	\$20.47	\$3,547	\$42,569
8	\$11.76	\$2,038	\$24,453	\$14.26	\$2,472	\$29,670	\$16.62	\$2,880	\$34,560	\$21.08	\$3,654	\$43,846
9	\$12.05	\$2,089	\$25,064	\$14.62	\$2,534	\$30,411	\$17.11	\$2,966	\$35,597	\$21.71	\$3,763	\$45,162
10	\$12.35	\$2,141	\$25,691	\$14.99	\$2,598	\$31,172	\$17.63	\$3,055	\$36,665	\$22.36	\$3,876	\$46,517
11	\$12.66	\$2,194	\$26,333	\$15.36	\$2,663	\$31,951	\$18.16	\$3,147	\$37,765	\$23.03	\$3,993	\$47,912
12	\$12.98	\$2,249	\$26,991	\$15.75	\$2,729	\$32,750	\$18.70	\$3,242	\$38,898	\$23.73	\$4,112	\$49,350
13	\$13.30	\$2,305	\$27,666	\$16.14	\$2,797	\$33,568	\$19.26	\$3,339	\$40,065	\$24.44	\$4,236	\$50,830
14	\$13.63	\$2,363	\$28,358	\$16.54	\$2,867	\$34,408	\$19.84	\$3,439	\$41,267	\$25.17	\$4,363	\$52,355
15	\$13.97	\$2,422	\$29,067	\$16.96	\$2,939	\$35,268	\$20.44	\$3,542	\$42,505	\$25.93	\$4,494	\$53,926
16	\$14.32	\$2,483	\$29,793	\$17.38	\$3,012	\$36,150	\$21.05	\$3,648	\$43,780	\$26.70	\$4,629	\$55,543
17	\$14.68	\$2,545	\$30,538	\$17.81	\$3,088	\$37,053	\$21.68	\$3,758	\$45,094	\$27.50	\$4,767	\$57,210
18	\$15.05	\$2,608	\$31,302	\$18.26	\$3,165	\$37,980	\$22.33	\$3,871	\$46,446	\$28.33	\$4,911	\$58,926

Interpreter/Translator will be paid at the hourly rate of \$20.00

Elective Tutors will be paid at the hourly rate of \$30.00.

Social -Emotional Advisor will be paid at the hourly rate of \$40.00

Effective: 7/1/2017

Approved:

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LEASE EXTENSION

The lease between Red Bluff Professional Building, LLC and Tehama e-Learning Academy which currently expires 31 June 2018 will be extended 1 year.

1. At the request of Tehama e-Learning Academy the lease has been extended from 1 July 2018 to 31 June 2019.
2. The current lease rate of \$1.39 per sq. ft. is being increased by 1.75% or \$0.03 to \$1.42/sq. ft. The lease space is 4,443 sq. ft. The monthly amount due on the lease is \$6,309.00. In addition to the lease, there is a common area maintenance fee of \$0.10 per sq. ft. or \$444 and a monthly electric fee of \$336.
3. The total amount due on the first of each month will be \$7089.00.
4. All other terms other than the lease rate remain in effect.

The parties agree to the terms of the lease extension on _____
Date

Richard Du Varny
Tehama Superintendant of Schools
Tehama e-Learning Academy



Thomas A. Flynn, O.D
President
Red Bluff Professional Bldg., LLC



Hiring Process

- 1) Vacancy identified.
- 2) Review & update job description including salary determination and work days.
- 3) Post job on Edjoin or other job listing venue for approximately two weeks.
- 4) Review & screen applicants for prerequisites and required documents.
- 5) Schedule and conduct interviews.
- 6) Check references.
- 7) Request for hire to superintendent.
- 8) Superintendent approves new hire.
- 9) Position is offered to applicant, if accepted, they being work as soon as possible.
- 10) Governance Board notified of new hire.