

EL DORADO UNION HIGH SCHOOL DISTRICT

A Resource Guide to help students and their
parents/guardians plan a course of study
for graduation and beyond.



STUDENT HANDBOOK 2018-19



www.eduhsd.net

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Dear Parent/Guardian and Student:

The El Dorado Union High School District has organized this online Student Handbook to help answer questions you may have and assist you in being informed about academic requirements, student services, student activities, individual school schedules, and much more. A booklet, Annual Notification to Parents/Guardians, providing important information about Federal and California State laws relating to rights of parents/guardians and students, is mailed prior to the beginning of school each year.

Parents/Guardians are asked to complete the Parents/Guardians Rights Acknowledgment form on the back page of the notice and return it to your son's or daughter's school. The Annual Notification to Parents/Guardians is also available on the Aeries Parent Portal <https://parentportal.eduhsd.k12.ca.us/aeries.net/LoginParent.aspx?page=default.aspx>. Parents/Guardians Rights Acknowledgment can be submitted via the Aeries Parent Portal.

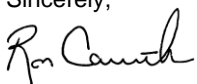
Parental/Guardian involvement is critical during a student's high school years. After high quality teaching, the most significant contributor to student achievement in school is the support and encouragement of parents/guardians. This handbook is designed to strengthen our home-school partnership as we prepare our students for their post-high school educational goals and careers.

You will note there is a good deal of information in this handbook. I highly encourage you to take a few minutes to carefully read and review this publication.

You will receive other valuable information during the school year in periodic newsletters. We hope you find this handbook to be helpful in becoming more informed about both your school and the El Dorado Union High School District.

Best wishes for a successful 2018–19 school year!

Sincerely,



Ron Carruth, Ed.D.
Superintendent

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Note: This document can be printed for parents/guardians by request at any school site.

General Information

The El Dorado Union High School District is located on the western slope of the Sierra Nevada Mountains in El Dorado County. Since the early 1900's, the enrollment has grown from 100 students to more than 6,500 today.

Board of Trustees

Lori M. Veerkamp
Kevin W. Brown
Timothy M. Cary
David J. Del Rio
Todd R. White

Board Meetings

6:30 p.m. on the 2nd and 4th Tuesdays of the month in the District Office Boardroom, unless otherwise indicated. Refer to the District Board Meetings webpage for scheduled meeting dates and the Bulletin Board on the Home page for any time or date changes, or call the Superintendent's Office at extension 7236 or 7225.

District Address

EL DORADO UNION HIGH SCHOOL DISTRICT

4675 Missouri Flat Road
Placerville, CA 95667

Main: (530) 622-5081 or
(916) 933-5165
Fax: (530) 622-5087

Transportation: (530) 622-6306
Maintenance: (530) 622-0140
Warehouse: (530) 622-4905

Website: www.eduhsd.net

District Administration

SUPERINTENDENT
Ron Carruth, Ed.D.

**EDUCATIONAL SERVICES, TESTING &
CAREER PREPARATION**
Christopher Moore, Asst. Superintendent

**STUDENT SERVICES, ALTERNATIVE
EDUCATION & SPECIAL EDUCATION**
Steve Volmer, Asst. Superintendent,
Student Services
Pam Bartlett, Director,
Special Education & 504
Chuck Palmer, Director,
Educational Options & Innovations

HUMAN RESOURCES
Tony DeVille, Asst. Superintendent

BUSINESS SERVICES
Robert Whittenberg, Asst. Superintendent
Dan Augino, Director, Maintenance
Dennis Vanderpool, Director,
Transportation

Parent/Guardian Notifications

Annual Notifications to Parents/Guardians

California Education Code requires that parents/guardians and students are notified of certain specific laws regarding rights and privileges.

The annual notification booklet mailed each July to the parents/guardians of every District student fulfills this notification responsibility. It is important that you read the material and sign the *Parents/Guardians Rights Acknowledgment* form for your student to return to school.

The *Annual Notification to Parents/Guardians* is also available on the Aeries.net Parent Portal (see address link below). The *Parents/Guardians Rights Acknowledgment* form can be submitted via the Aeries Parent Portal at <https://parentportal.eduhsd.k12.ca.us/aeries.net/LoginParent.aspx?page=default.aspx>

School Accountability Report Card

Education Code 35256 requires the Board of Trustees to annually issue a School Accountability Report Card (SARC) for each school site, reporting all conditions listed in Education Codes 33126 and 41409.3. Pursuant to Education Code 33126, the goal of the SARC is to provide data by which parents/guardians can make meaningful comparisons between schools.

Each summer, the previous year's SARCs are accessible to parents/guardians via the District or County Office of Education internet websites:

www.eduhsd.net
www.edcoe.org

Copies of a SARC may also be mailed home or made available at the school site or District Office upon request.

Nondiscrimination Policies

The El Dorado Union High School District does not discriminate for any reason and is in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and the Age Discrimination Act of 1975. Our nondiscrimination policy covers admission and access to District programs and activities. Inquiries regarding equal opportunity policies or filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to the Title IX and Uniform Complaint Procedure Coordinator at the District Office. Also refer to the *Annual Notification to Parents/Guardians* publication for additional detail on these topics.

Uniform Complaint Procedures

Discrimination, Harassment, Intimidation, Bullying, Title IX, Williams Act, and Unauthorized Student Fees

The El Dorado Union High School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in sections 422.55 of the Penal Code and 220 of the Education Code, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Students shall also not be required to pay an unauthorized fee for participation in an educational activity.

Nondiscrimination. Any student who engages in discrimination of another student or anyone from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student, staff member, or parent/guardian who feels that discrimination has occurred should immediately contact the teacher, principal of the school, or District Title IX and Uniform Complaint Procedure Coordinator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the District Coordinator. **Copies of the Uniform Complaint Procedure and form may be obtained free of charge from your school office or from the Title IX and Uniform Complaint Procedure Coordinator.**

Sexual Harassment. The District has adopted the following strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies.

The Governing Board prohibits unlawful sexual harassment of or by anyone in or from the District. Sexual harassment is unwelcome sexual advances, request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender in the work or educational setting. It should be noted that sexual harassment includes same-sex harassment and harassment based on sexual orientation. Any student who engages in sexual harassment of another student or anyone from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Any student, staff member, or parent/guardian who feels that sexual harassment has occurred should immediately contact the teacher, principal of the school or District Title IX and Uniform Complaint Procedure Coordinator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the District Coordinator. **Copies of the Uniform Complaint Procedure and Form may be obtained free of charge from your school office or from the District Title IX and Uniform Complaint Procedure Coordinator.**

Harassment, Intimidation, and Bullying. The El Dorado Union High School District prohibits, at any district school or school activity, unlawful harassment, intimidation, and/or bullying. A student or parent/guardian should report such incidents to school administration or other school employee. School administration shall conduct a timely, thorough investigation and take necessary actions to resolve the situation. If the issue has not been satisfactorily resolved by school administration, the parent/guardian/student may file a complaint in accordance with the District's Uniform Complaint Procedure. A student engaging in unlawful discrimination, harassment, intimidation, or bullying shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion.

Title IX. No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The Title IX Uniform Complaint Procedure Coordinator or the school principal should be contacted regarding complaints related to Title IX.

Williams Act. Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school's administrative office. Parents/guardians, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint form to allow the school to respond to these concerns. The District's William Uniform Complaint Procedures will be followed for these types of complaints.

Unauthorized Student Fees. A student enrolled in a public school shall not be required to pay an unauthorized student fee for participation in an educational activity. All supplies, materials, and equipment needed to participate in educational activities shall be provided to students free of charge. The El Dorado Union High School District shall not charge any fees that are not authorized by law. Donations may be requested by the District. Parents/guardians and students who feel they have been or are being charged an unauthorized student fee should report the incident to the principal of the school for resolution of the issue. If the issue is not resolved, the parent/guardian and student may request to file a formal complaint with the principal of the school under the Uniform Complaint Procedures.

To File a Uniform Complaint

1. **Filing a Complaint.** Obtain a copy of the Uniform Complaint Procedure and form (BP/AR/F 1312.3) from the school or District Title IX and Uniform Complaint Procedure Coordinator. Submit the complaint form to the principal or Coordinator.
2. **Filing Time Line.** Unlawful discrimination complaints shall be filed not later than 6 months from the date the alleged discrimination occurred, or 6 months from the date the complainant first obtained knowledge of the facts of the alleged discrimination.
3. **Mediation.** Mediation is optional. It involves a third party to help in resolving the dispute. If mediation is used, time lines are extended an additional 30 days.
4. **Investigation.** The District will investigate the complaint and provide a written report of the investigation and decision within 60 days of when the complaint is filed.
5. **Appeals.** If the person making the complaint disagrees with the District's decision, he/she has 5 days to appeal the decision to the School District Board of Trustees; or alternatively, 15 days to appeal the decision to the California Department of Education (CDE). The appeal to CDE must include a copy of the locally filed complaint and a copy of the LEA Decision.
6. **Additional Action.** The person filing a discrimination complaint may also pursue action in civil court at least 60 days after filing an application with the California Department of Education.

Complaints will be kept confidential.

The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. If you have a complaint, contact a teacher, principal, supervisor, site administrator, or:

**El Dorado Union High School District
Title IX & Uniform Complaint Procedure
Coordinator**

**Tony DeVille
Asst. Superintendent, Human Resources
4675 Missouri Flat Road, Placerville, CA
95667
530.622-5081, ext. 7214**

**EL DORADO UNION HIGH SCHOOL DISTRICT
2018-19 Student Calendar**


July

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

 First & Last Day of School

 Quarter / Semester End

 **School Closed**

Nov 19-23 Thanksgiving Recess

Dec 17-Jan 4 Winter Break

April 15-19 Spring Break

Legal Holidays

July 4 Independence Day

September 3 Labor Day

November 12 Veteran's Day (Observed)

November 22 Thanksgiving Day

December 25 Christmas Day

January 1 New Year's Day

January 21 MLK, Jr. Day

February 15 Lincoln's Day (Observed)

February 18 Presidents' (Washington's) Day

May 27 Memorial Day

January 2-4 Intersession

May 28-May 31 Intersession (dates subject to change)

 SBAC Test Window

(After 144th day)

 May 28-29 Snow day allowance

Graduation

May 23 IHS (pm); UMHS (pm)

May 24 ORHS (pm); PHS (pm)

May 25 EDHS (am); VA (am)

Early Release Time

See site calendar for dates and times

August

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

September

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

November

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

December

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**EDUHSD VIRTUAL ACADEMY AT SHENANDOAH
2018-19 Student Calendar**


July


M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
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28	29	30	31	

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December 25 Christmas Day


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February 15 Lincoln's Day (Observed)

February 18 Presidents' (Washington's) Day

May 27 Memorial Day

 January 2-4 Intersession

May 28-May 31 Intersession (dates subject to change)

 SBAC Test Window

(After 144th day)

 May 28-29 Snow day allowance

Graduation

May 25 VA (am)

Early Release Time

See site calendar for dates and times

August

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

September

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

November

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

December

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Graduation Requirements

GRADUATION COURSE REQUIREMENTS (BP 6146.1)		
SUBJECT	YRS	UNITS
English	4	40
Mathematics (minimum of Algebra I)	3**	30
Physical Science	1	10
Biological Science	1	10
Social Science		
World History	1	10
U.S. History / Geography	1	10
American Government/Civics	0.5	5
Economics	0.5	5
Visual & Performing Arts / Foreign Language or Career Technical Education	1	10
Physical Education (unless exempted per E.C. 51225.3)	2	20
Health Education	0.5	5
Technology Education (minimum 5 credits): ICT Foundations or Exploring Computer Science	0.5 or 1	5
Core Units (required subjects)		160
Elective Units		80
Units Required to Graduate		240

Guidance counselors are available at all campuses to provide assistance in planning a course of study. For additional information, please reference the Course Directory.

Certificate of Completion

Students with disabilities may be awarded a certificate of completion rather than a diploma as determined by their Individualized Education Plan (IEP). Parents may contact their child's special education case manager for information.

**Completion, prior to grade 9, of algebra course work that meets or exceeds state academic content standards shall not exempt a student from the requirement to complete three mathematics courses (30 credits) in grades 9–12. (*Education Code 51224.5*)

Graduation Credits. Student credit toward graduation is evaluated at the end of each semester. Students who are falling behind the expected progress towards graduation will be notified by mail of their grade level/graduation status for the beginning of the following year.

Scheduling Classes

New Students. New students should attend **New Student Orientation** held prior to the opening of school. Check with the Counseling Office for dates and times.

Choosing Classes. Class schedules should be carefully chosen to ensure that students

meet graduation requirements and have taken the pre-requisites for college or vocational training. Counselors are available to assist students in making appropriate course choices.

In the spring, students receive information from counselors about courses being offered for the following year. (There is more frequent scheduling in Alternative Programs.) Students have several days to discuss course offering information with their parents/guardians, teachers, and counselors before completing a form to sign up for the courses they wish to take. Parent/guardian signature is required on this form. Teachers must initial those classes that require teacher authorization. Forms are turned in to the Counseling Office where these requests are used to set up the master schedule of classes for the next school year.

Changing Classes. Due to limited offerings and reduced staffing, class changes will be extremely limited.

Please consult your high school Counseling Office for class change procedures.

Class Loads. El Dorado, Ponderosa, and Oak Ridge high school students in grades 9–11 must be enrolled in a minimum of 60 credits. Seniors must be enrolled in a minimum of 50 credits.

Union Mine High School students in grades 9–12 must be enrolled in a minimum of 30 credits per term.

Repeating Classes. Although a course may be taken a second time, credit for that course may only be earned once. The highest grade earned will be the grade used to determine grade point average (GPA). There are exceptions for certain electives.

Grades

Letter Grades. Students receive letter grades of A, B, C, D, or F. Grades of pass or fail may be given at the Independent Study Program, in alternative education, or under special circumstances.

Course Credit. Five credits will be awarded for any passing semester grade (A–D), unless the course has been approved for variable credit.

Honor Roll. The requirements for Honor Roll at each of the comprehensive sites may vary. *Check with your Counseling Office for detail.*

Failing Grades. An “F” grade does not carry credit. Failing grades in any courses required for graduation must be made up as soon as practical for the student and the school.

Incomplete Grades (I). Incomplete grades must be made up within 4 weeks of the end of the grading period. After 4 weeks, the incomplete grade becomes a letter grade, based on the work completed. The student is responsible for making up an incomplete grade.

NM / NC Grade. Under special circumstances, a student may receive an NM or NC grade. NM signifies that a student has not been enrolled long enough for a grade to be determined. NC indicates that no credit has been earned. See Board Policy and Regulation 5121 for details.

Transcripts. Transcripts are maintained in the Counseling Office by the Registrar. Students can request that a transcript be sent to colleges, universities, and scholarship sponsors/organizations by completing a Transcript Request form. Each school maintains a fee structure for transcript reproduction.

Calculating Grade Point Average (GPA). Using the semester grades on your past report cards for grades 9 and above, you can figure out your grade point average. Count all grades received.

Fill in the following:

No. of	Grade Points			
_____ A's	x 4	=	_____	
_____ B's	x 3	=	_____	
_____ C's	x 2	=	_____	
_____ D's	x 1	=	_____	
_____ F's	x 0	=	_____	

To calculate your GPA for college, use only academic grades received (“a–g” list of courses). Check with your counselor.

Weighted Grades. Students who are enrolled in weighted courses will earn additional grade points. The following grade points are given for approved classes:

A = 5 points	C = 3 points
B = 4 points	D = 1 point

Report Cards and Schedule

Reports to Parents/Guardians. Eight grade reports are distributed to homes during the year, approximately one every 4–5 weeks. This is twice the number of reports usually sent by high schools in California, but is done in this high school District to help students, parent/guardians, and teachers determine and discuss student achievement more frequently. Duplicate copies of all reports of student progress are available in the Counseling Office.

If parents/guardians would like to monitor the progress of their son/daughter on a weekly basis, weekly progress reports are available in the Counseling Office. Students who take home weekly progress reports are responsible for picking up a form at the Counseling Office each week and taking it to each

of their teachers at the end of the week. Student progress is also available online through ABI.

Mid-Quarter Progress Reports. With the exception of Union Mine High School, mid-quarter report cards are mailed or sent home in the middle of each quarter. These are not formal report cards, but an early indication of student progress in each class.

Quarter Reports. Quarterly grades are mailed home in the middle of each semester to all students. These grades are formal reports on student progress in all classes. Quarter grades are not part of permanent student records and do not carry any credit, except for Union Mine High School.

Quarter grades at Union Mine High School are equivalent to semester grades. Quarter and semester grades are used to determine academic eligibility for extracurricular activities, including athletics.

Semester Reports. Semester grades are mailed home about 1 week after the end of each semester. These grades carry final credit and are considered permanent grades. These grades become part of the official school record (transcript) for each student and will count on your GPA. Semester grades at Union Mine High School are end-of-course “term” grades.

Students are encouraged to talk over any problems with their teacher upon receipt of their mid-quarter progress report.

Report Schedule (except Union Mine High School):

9/14	1st mid-quarter progress report sent home
10/12	1st quarter report card sent home
11/9	2nd mid-quarter progress report sent home
1/8	Semester 1 report card sent home

2/19	3rd mid-quarter progress reports sent home
3/22	3rd quarter report card sent home
4/23	4th mid-quarter progress report sent home
6/4	Semester 2 report card sent home

Report Schedule – Union Mine High School, EDUHSD Virtual Academy:

1st TERM	
9/14	1st quarter progress report sent home
10/12	1st semester report card sent home
11/9	2nd quarter progress report sent home
1/11	2nd semester report card sent home
2nd TERM	
2/19	1st quarter progress report sent home
3/15	1st semester report card sent home
4/26	2nd quarter progress report sent home
5/31	2nd semester report card sent home

provide students and parents/guardians with more detailed feedback on a student’s readiness for post-secondary training at community colleges and 4-year universities prior to a student entering the 12th grade. One of the primary goals of the new testing system is to increase the number of students entering community colleges and 4-year colleges without the need for remediation. Research has shown that students who do not need remediation have a much higher likelihood of completing career technical education training, completing an A.A. or A.S. degree, or earning a B.A. or B.S. degree. Academic preparation in English language arts and mathematics is the primary focus of the new testing and accountability system.

High School Diploma Equivalency Tests

General Education Development (GED). This test is given to adults 18 years of age or older who wish to obtain a high school equivalency certificate.

Concurrently enrolled 18-year-old high school students can also take the test. Prior to the test, a no-cost pre-test is given to identify strengths and weaknesses. Please visit the California Department of Education website for GED testing information at:

www.cde.ca.gov/ta/tg/gd

California High School Proficiency Exam (CHSPE). Students can earn a certificate from the State of California, which is the legal equivalent of a high school diploma, by proving proficiency in basic skills. Students must be 16 or have completed 10th grade to take the CHSPE.

Passing the CHSPE does not exempt students from attending school, unless the student receives permission to leave early. Cost: \$110 (subject to

Test Information

Achievement Tests

The California Department of Education requires EDUHSD 11th grade students to participate in the Smarter Balanced Assessment Consortium assessments for English language arts and mathematics. These exams will be proctored in spring 2019. Smarter Balanced assessments make use of computer adaptive technology. These assessments will go beyond multiple-choice questions and include short constructed responses, and performance tasks that allow students to complete an in-depth project that demonstrate analytical skills and real-world problem solving. The assessments are aligned to the state content standards for English language arts and mathematics. In addition, the assessments are designed to

change). Contact your school counselor.

Certificate of Graduation. Students in special education may earn a Certificate of Graduation or a Certificate of Graduation and Employability rather than a diploma as determined appropriate by the student's IEP (Individual Education Plan). Parents/guardians may contact their child's special education case manager for more information.

Homework Make-up Conditions

Absence

A total of 2 school days will usually be allowed to make up each day of excused absence. Students absent due to school-sponsored activities may be required by a teacher to make up work before the absence. A student absent on the day of a test may be required to take the test on the day of his/her return. If the absence falls on the day of an assignment due date that was known in advance by the student, the student may be required to submit the assignment upon the day of return.

If sufficient makeup time is not possible at the grading period, the teacher may issue an "I" (Incomplete) grade. The student has a maximum of 4 weeks after the grading period to complete all incomplete assignments.

Suspension

The teacher of any class from which a student is suspended is required to provide the suspended student with assignments and homework that will be missed during the suspension. A student is suspended for behavior and is given consequences for his/her actions; it is not the intent of the District Board of Trustees to use suspension as a method for

punishing students academically. The teacher will assign homework within 48 hours of the first day of the suspension. The suspended student will be permitted to complete any assignments and tests missed during the suspension or receive assignments of equivalent value. All makeup work will be graded and assigned equivalent value (as compared to a student who is not suspended). All makeup assignments and homework will be counted toward the student's overall grade in the class. Students will be expected to complete makeup work within a reasonable time period (not to exceed 2 days for each day of suspension). *BP/AR 5121, 6154*

Truancy

Students who miss school work because of truancy or other deliberate actions should not expect to receive credit for the time missed, nor should they expect the opportunity to take any missed tests for credit.

Homework Guidelines

The daily amount of time required for homework will vary depending on the maturity, abilities, and individual needs of the student as well as the requirements of the course/subject.

Homework Purposes

- P Encourage and develop the student's initiative and responsibility for his/her own learning.
- P Provide the necessary practice and review of skills learned at school.
- P Develop research skills.
- P Create opportunities for independent planning and learning.
- P Help build self-discipline and character.

- P Allow students to make functional use of problem-solving skills.
- P Develop organizational skills.

Student Responsibilities

- P Listen carefully to all directions or explanations about homework and write (when appropriate) the homework assignment on paper.
- P Ask questions if the assignment is not clear.
- P Meet the homework standards and strive to produce his/her best work.

Teacher Responsibilities

- P Assign homework that relates to instructional objectives.
- P Provide homework assignments that support and enrich classwork and are meaningful and varied.
- P Clarify homework assignments during class.
- P Design homework to encourage student initiative and responsibility.
- P Evaluate homework assignments and give timely feedback to students on their progress.

Parent / Guardian Responsibilities

- P Encourage the student to complete assignments.
- P Assist teachers in developing the student's initiative and responsibility.
- P Encourage the student and offer counsel, but insist that the student do his/her own work.
- P Check to see that homework assignments are completed.
- P Talk with teachers if assignments seem to be

causing the student continuing problems.

- P Communicate with the school through calls, visits, and participation on school committees.

Principal Responsibilities

- P Articulate the District's homework guidelines to staff, students, and parents or guardians.
- P Inform parents/guardians and teachers of the values of homework.
- P Monitor implementation of homework among the staff and departments.

Counseling & Career Planning Services

Counseling Department

Parents/Guardians are welcome to contact the counseling staff at any time. Please use the main school number at each site.

Counseling is available to all students regarding their high school career, further educational planning, vocational planning, and personal problems and concerns. Students are encouraged to take advantage of the counseling opportunities provided by the Counseling Office of their high school. Students may arrange to see their counselors by making an appointment at the front desk of the Counseling Office. Parents/guardians are encouraged to contact the Counseling Office if they have questions or concerns about their daughter's or son's academic progress, postsecondary planning, and/or participation in activities.

The Career Center

This Center provides information about colleges, scholar-ships, and career opportunities for students. The Career Center maintains a library of current college

catalogs and directories for student use, college videotapes, and a computer college search program.

The Career Center also has career exploration surveys and information on military careers, financial aid, summer programs, apprenticeship programs, vocational or trade schools, job placements, work permits, and state and federal labor law advisement.

How Can Students Use the Career Center? Classes may be brought to the Career Center for specific assignments.

Groups are invited to the Career Center for presentations, such as college or career speakers. These activities are announced in the principal's newsletter, the daily school bulletin, bulletin boards, counseling newsletter, and special newsletters, such as the senior newsletter.

Individuals may use the Career Center resources to obtain information on career options, college or trade school decisions, and high school education planning.

You are invited to drop in or call to find out about Career Center resources, services, and/or programs.

Computer-Assisted Career Program.

The computer-based career search programs available in the Career Centers quickly provide information to help students make decisions about occupations (civilian and military), 2-year and 4-year colleges, graduate and professional schools, and sources of scholarships and financial aid. The information is up-to-date. The system is easy to operate, but the first time you use it, you will probably want to work with a career technician or someone who is familiar with the system. The system allows you to chart out a variety of career options for comparison.

Naviance

Please ask the Counseling Office at your school regarding Naviance, a computer-based program that will help students in making decisions that will impact their after school plans.

Career Assessments

Holland Self-Directed Search (SDS); web-based at Union Mine High School: Bridges, Choices & Naviance. These are career interest inventory assessments given during the 9th or 10th grade career units. The results are reviewed with the student and parent/guardian by the counselor during 10th grade counseling conferences.

Armed Services Vocational Aptitude Battery (ASVAB). This multiple aptitude test is offered free of charge by the Department of Defense. The ASVAB can be used to estimate how well students perform in the following occupations:

- mechanical and crafts
- business and clerical
- electronics and electrical
- health
- social
- technology

Inter and Intra District Transfers

Intradistrict Transfers

There are two kinds of Intradistrict Attendance Applications: Comprehensive High School and Alternative Education.

Comprehensive High School Intra-district Transfers. Specific criteria are provided in Board Policy and Administrative Regulation 5116.2 that can be read in its entirety on the District website (link to policies). Intradistrict transfers will be reviewed in January for the following year.

Alternative Education Intradistrict Transfers. This application is generated by the parent/guardian or school of residence

when it is felt that the student could be better served by an alternative school (e.g., behind in credits, etc.). Further information is available from your school's Counseling Office.

Interdistrict Transfers

Into Our District. Parents/guardians who reside in another School District and wish to have their student(s) attend our District must go to the District of residence and obtain an Interdistrict Attendance Application. This application must be approved by the District of residence before it is sent to us for approval. This application is processed through the District Office of the respective School District. Upon receipt of this agreement, it is reviewed or denied by the Assistant Superintendent for Student Services; **school placement will be granted at the sole discretion of the District.** Notice of approval or denial will be provided to the District of residence and to the parents/guardians.

Out of Our District. Parents/guardians who live in our District and wish to have their student attend a school outside of our District must obtain an Interdistrict Attendance Application from the office of the Assistant Superintendent for Student Services. This agreement must be approved by our District before being sent to the District that the student wishes to attend. Upon approval by both Districts, a copy is sent to the requested school and the parent/guardian. In case of denial, a letter is sent to the parents/guardians.

Open Enrollment

Intradistrict Open Enrollment.

Per Board Policy 5116.1, the parents/guardians of a student who resides within El Dorado Union High School District boundaries may apply to enroll their child in any District school, regardless of the location of the residence within the District, if

the desired school is not at or over capacity.

For the 2018-19 school year, Oak Ridge, Ponderosa, and El Dorado High Schools have projected enrollments that exceed their established capacities. A limited open enrollment process was completed in January 2018 for Union Mine High School for the 2018-19 school year to bring Union Mine High School to the school's capacity.

General Services

Cafeteria

The Cafeteria Serves hot and cold breakfasts and lunches. Persons in financial need may qualify for meals at a free or reduced price. Applications are available in the Counseling Office the Administration Office and on-line using the ezmealapp at www.eduhsd.net.

Meal Charge Policy Introduction

The El Dorado Union High School District's Board of Trustees recognizes that healthy, nutritious food is essential to a student's health, development and ability to learn. The District participates in the National School Breakfast and Lunch program which provides free or reduced priced meals to low-income families who meet the federal eligibility criteria; as well as provides meals to students wishing to purchase a breakfast or lunch at a set price. To be fair and equitable and in order to ensure compliance with all State and Federal Child Nutrition Guidelines, the District Meal Charge policy establishes procedures for methods of payment, charge policy, and alternate meal availability.

Free and Reduced Price Meal Program

Any family who feels that they may qualify for the National Free and Reduced Priced meal program are encouraged to complete an application. Applications can be obtained on-line at www.eduhsd.net, at all school sites and the District Office. Completed applications

may be returned to the school's Cafeteria, Counseling or Administration offices or to the District Office at 4675 Missouri Flat Rd. Placerville, CA 95667 Attn: Food Service Secretary. You may apply at any time during the school year. Free and Reduced Meal eligibility extends only to the reimbursable meals served at breakfast and lunch. Eligibility does not apply to any a-la-carte items.

Pre-Payment Options

Meals may be pre-paid at any time. There are many advantages to using one of the prepaid options available. The peace of mind that comes with knowing your student has lunch money for the day. Pre-paid meal accounts speed up the lunch lines which allows your student more time to eat and relax. Students who eat healthy nutritious meals do better in school.

MySchoolBucks.com

Online payments are a simple, safe and secure way to make payments to your student's meal account 24 hours a day at your convenience. *MySchoolBucks* will charge a \$2.49 processing fee per transaction so plan accordingly.

Cash/Checks

Cash or checks are always an acceptable means of funding your student's meal account. Please place meal money in an envelope clearly marked with your student's name, student ID#, homeroom teacher's name, dollar amount, and check # if applicable. Prepaid deposits should be turned in to a cafeteria cashier or school finance office.

POS-Personal Identification Numbers (PIN)

The district cafeterias use the eTrition "Touch n Serve" POS System. ALL students, Free, Reduced-priced, or Paid, will be assigned a POS PIN. Students can obtain their POS PIN through the cafeteria or the District Office Nutrition Services Secretary. Students will input their PIN into the eTrition key pad located at the cashier station. In order to avoid potential misuse of a student's meal account the POS screen

will display a photo of the student for the cashier to verify the correct student is using the meal account. The student's Free and Reduced-priced eligibility status will not be shown to the cashier in order to maintain confidentiality.

District Meal Charge Policy: NO CHARGE POLICY

The District will not allow students to charge to their meal account if it results in a negative balance. It is the parents, guardians, and student's responsibility to provide funds for the purchase of a breakfast, lunch and a-la-carte items. Cashiers will alert the student when their meal account balance drops below \$10.00. Parents/Guardians can sign up for a free *MySchoolBucks* account which will send a low balance alert when their student's meal account is under the family designated dollar amount. *MySchoolBucks* can send an alert to a designated cell phone as well.

Parental Controls

Parents/Guardians can monitor their student's meal account through the *MySchoolBucks* program or they can request a meal account statement from the Nutrition Services Supervisor or the District Nutrition Services Secretary. A parent/guardian may call or email the Nutrition Services Supervisor or District Nutrition Services Secretary to place a block on their student's meal account. Examples of a student meal account block: Student may purchase one meal per day, Student may spend up to \$5.00 a day, or student may not purchase a-la-carte items.

Alternate Meal

The District and Nutrition Services Department realizes that emergency situations come up and students on occasion forget to bring food from home or forget to bring their lunch money to purchase a meal. We do not want any student to go hungry. In an emergency situation the student will be offered milk or a juice and a piece of fruit or a vegetable selection.

Refunds

Parents/Guardians may request a refund of their student's meal account funds at any time. Parents/Guardians may call or email the Nutrition Services Secretary at the EDUHSD District Office for a refund of their student's meal account balance. Service fees charged by *MySchoolBucks* are non-refundable. Refunds will be made by check only, we are unable to credit a charge account or debit card.

Responsibilities

Nutrition Service Supervisors will be responsible for training all food service staff on the district charge policy. All new Nutrition Service staff will be instructed on the district food charging policy prior to working the service lines.

Copy Machine

A copy machine for student use at nominal cost is located in the Library.

Daily Bulletin

This Bulletin contains important news of club meetings, seminars, athletic events, social activities, scholarships, etc. It is read each day, posted throughout the school, and on the school's website. Students are held responsible for accessing information in the Daily Bulletin.

Deliveries to Students

No deliveries are made to students during class time! With 1,000 to 2,400 students at each comprehensive school, there is not sufficient staff to provide this service.

Emergency Messages to Students

Only emergency messages will be delivered to students. All emergency messages shall be communicated through the assistant principal.

The school is short-staffed and often does not have the means to deliver messages. *Note - To avoid interrupting classes in session, please do your best to take care of all communication*

with your student before he/she leaves for school.

Information about student insurance policies is available from the schools.

Library

School libraries are open each school day. Check with your school library for library hours.

Lost and Found

For lost or found items, contact the Main Office during school hours.

Parking

A parking lot is provided at each school for student parking. Students may park there or on the streets near the school. Bicycles and mopeds must park in designated parking areas only. Parking permits are required at some campuses. Students may not sit in or congregate around vehicles during the school day or during lunch time. **Remember, school parking lots, on-street parking, and other areas near the high school are considered to be on school grounds.** It is imperative that vehicles are driven cautiously in the high school area.

School Pictures

School pictures are arranged through the individual high school. Students are notified in the Daily Bulletin about retakes, usually in early September.

Student Body Cards/ Stickers

Student body cards are provided to all students for identification purposes. Students are encouraged to purchase an Associated Student Body (ASB) sticker which entitles the purchaser to reduced prices at all games, dances, and other activities, both on and off campus.

Student Guest Passes

First check with your school in advance to see if student guests are allowed. If they are allowed, contact your assistant

principal at least 24 hours in advance to arrange for a pass. Check with the respective schools for age requirements, dress, and other special requirements.

Work Permits

Students under 18 who hold a part-time job are required by law to obtain a work permit. Work permit forms are available in the Career Center. The Career Center maintains a list of available jobs in the community for those interested in seeking employment. Good attendance, grades, and behavior must be maintained. Permits must be renewed in August or when one’s job changes.

Transportation Services

Bus service is available to students throughout the District. Information on bus and fee schedules may be obtained as follows:

1. By linking to the District website at: **www.eduhsd.net**
2. By referring to the Bus Routes posted at the school sites.
3. By calling the Transportation Department at: **(530) 622-6306, ext. 7242 or 7245**
4. By referring to the *Annual Notifications to Parents/Guardians* publication. (Also refer to the *Annual Notification to Parents/Guardians* publication for bus ridership rules and Inclement Weather Notification.)

NOTE:
All students are required to show their I.D. card with pass to the bus driver mornings and afternoons.

Services Through the District

Student Success Team

The Student Success Team (SST) may be composed of teachers, counselors, an administrator, psychologist, and school nurse who meet to discuss academic, health, and social issues of concern to our students. Members of the SST include the parents/guardians. Referrals are discussed and appropriate outreach/ intervention is made. The corner-stone of the system is confidentiality and caring. When a student is involved in any phase of this program, all information is kept confidential and shared only with people directly involved. The intent is to assist students and parents/guardians to find support services. For more information, contact your school counselor.

Tutoring

Tutoring is available at all sites. See your counselor to find out the specific details for your site.

Psychological Services

These are available to special education students and parent/guardians at each individual school site, primarily for assessing for special education services. Students and parents/guardians can request an appointment to see a psychologist by calling your student’s school or the District Office at: **(530) 622-5081, ext. 7253**

Substance Abuse Counseling

A referral list is available through the Counseling Office.

El Dorado County Office of Education (EDCOE) Teen Parent Program

The EDCOE Teen Parent Program is a comprehensive, community-linked school

program for expectant and parenting students and their children.

For additional information, contact the Teen Parent Program coordinator listed below:

**Gail Healy
(530) 295-2203**

Special Education

The El Dorado Union High School District participates as a member District in the El Dorado County Special Education Local Plan Area (SELPA) and provides a full continuum of special education classes and services to eligible students. The District provides all special education programs in the least restrictive environment. The District also complies with the guidelines of Section 504 of the Rehabilitation Act of 1973. For more information, please contact the Director of Special Education at: **(530) 622-5081, ext. 7253**

Homeless Program

Services are available for students and families who find themselves homeless. McKinney-Vento provisions can provide free and reduced meals and transportation for students in order to attend school. For assistance and services, call **(530) 622-5081, ext. 7229**.

For additional information, also refer to the District’s *Annual Notification to Parents/Guardians* booklet, which can be obtained from the school site, District Office, or from the District website.

Services Through the Community

**Community Health and Human Services Resources
Help Locator Info Line
(800) 500-4931**

Alcoholics Anonymous

(530) 622-3500

Al-Anon
(916) 334-2970
(530) 888-3645

Al-ATeen
(916) 334-2970

Child Abuse
Children’s Protective Services
(530) 642-7100

Crisis Intervention
County Mental Health/
Psychiatric Health Facility
(530) 621-6210
(530) 621-6200
24-hour Crisis Line
(530) 622-3345

Dental Services
(530) 622-3430
(530) 621-6107

Center for Violence Free Relationships
(530) 626-1450
24-hour Crisis Line:
(530) 626-1131
(916) 939-6616

Placerville Police Department (Residents)
(530) 642-5210
Emergency Calls: 911
(530) 642-5298
Cellular Emergency Calls:
(530) 642-5280

Sheriff’s Department
(530) 621-5655
Emergency Calls:
(530) 626-4911 or 911

Drug, Alcohol Abuse, and Delinquency Prevention
New Morning
(530) 622-5551

EDCA
(El Dorado Council on Alcoholism)
(530) 622-8193

Emotional Distress
County Mental Health
(530) 621-6290

Family Dysfunction
New Morning

(530) 622-5551

Family PlanningCounty Health Department
(530) 621-6100**Health / Salud** (Examenes de Salud Gratuitos)

(530) 621-6110

Narcotics Anonymous

1 (800) 240-4956

Network of CareCounty Mental Health
(530) 621-6200
<http://eldorado.networkofcare.org/mh/home/index.cfm>**Rational Recovery System**

(530) 621-4374

Runaway/HomelessNew Morning
Children's Shelter
(530) 626-4190**Sexual Assault**(530) 626-1450
24-hour Crisis Line:
(530) 626-1131**Suicide Prevention / Intervention**County Mental Health/
Psychiatric Health Facility
(530) 621-6210 621-6200
24-hour Crisis Line:
(530) 622-3345**Tobacco Use Protection**

(530) 621-6142

See referral list available through the Counseling Office.

Clubs and Organizations

This sample list of clubs and organizations will differ at each school.

Check with the Activity Director at your school for more information on specific clubs and organizations available.

Academic Decathlon**Adventure Club****Anime Club****App Club****Art Club****Art Media****ASB Student Leadership****Asian Culture Club****AVID Club****Battling Breast Cancer****Bike Club****Biology Olympiad****Black Student Union****Cards Club****Care Package Crew****Christian Club****Clash Royale****Club Med****Cognitive Exchange****College Club****Computer Science****Creative Crowd Photo Club****CSF - California Scholarship Federation****Cyber Security****D & D****Dance Club****Decorum****Digital Media Club****Drama Club****Eco Club****Ecology Club****Equestrian Club****Esperanto****Faith Out Loud****FCCLA****Feed****Fellowship of Christian Athletes****FFA -Future Farmers of America****French Club****French Honors Society****Friday Night Live****Friends and Foundations****Fund for the Future****Gamer's United Interface****Gaming Club****Generation Green Club****GSA: Gay Straight Alliance****Hands 4 Hope****Health Academy AOK****History****Interact Club****Italian Club****Jewish Culture****Just Talk****Justice League****Key Club****Lady Tarzan****Leo Club****Link Crew/Link Leader****Literature Club****Litterarum****Maker's Club****Manos a la Obra Club****Math Club****Military Service Club****Mock Trial Club****Model UN****Mountain Bike Club****Multi Cultural Club****Music Club****Natural Resources Club****NHS - National Honor Society****Oak Ridge Interact****Oak Ridge Motorsports and Auto****Open Arms****ORHS Ozone****Photography Club****Physics Club****Pondo Beauty Club****Power of One****Pursuit of Happiness****Quad School Choral****QSA Club****Queer Alliance****Random Acts of Kindness****Red Cross Club****ROAR dance****Robotics Team****Roller Hockey Club****Rowing****Safe School Ambassadors****Science Bowl****Science Club****Science Olympiad****SCRUBS Club****Seniors Helping Seniors****She's the First****Space Club****Spanish Club****Spanish Honors Society****Speech and Debate****Stock Investment Club****Student Coalition Against Cancer****Student Council****Sunrise for Seniors****Trojan Pride Sports Marketing****Walking Club****Without A Roof****Women of Worth****World Building****Writers Club****Yearbook Club****Young Doctors****Young Life Club****Youth Entrepreneurs and Business****Youth Executive League at the Library**

Sports

Refer to your school's website or contact the Athletic Department at your school for specific information on sports programs.

Sports Eligibility

Schools in the District have strong sports programs. In order to participate in the sports programs, students must earn at least a grade average of "C" (2.0 GPA) and be maintaining satisfactory progress toward graduation. "I" grades are not calculated as passing. Grades shall be averaged without regard to plus or minus signs. Weighted grades will not be used. Each high school has an appeal committee. A written appeal must be presented within 2 school days after an athlete has been notified of

ineligibility. The committee will respond with a written decision within 1 week.

All 9th grade students are eligible the first quarter.

Life Fitness II Options

Exceptions for student athletes to the Life Fitness II curriculum may be based on pre-determined criteria. Contact your counselor for more information.

Sports Participation Donation

The District believes that athletic activities are important for our young people. We appreciate the support and assistance that parents/guardians and the community provide with their \$95.00 per sport donation and individual team fund-raising opportunities. No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.
(EDUHSD AR 1321)

Athletes can use the Scrip program in order to provide a sports donation.

Scrip-General Information

El Dorado Union High School District offers a Scrip Program to help defray some of the expenses associated with high school. Parents/Guardians, family, and friends can participate in the Scrip Program and earn scrip credits from participating merchants they normally shop with to benefit students or specific programs. Currently, all schools in the EDUHSD participate in the Scrip Program. Scrip credits can be used to make a \$95.00 per sport donation or can be used to help pay for expenses incurred with participation in music programs, ASB, Clubs, Cheerleading and even Academic Programs. AP Exams can be paid through your Scrip Account. For Scrip Information and forms refer to the district website: www.eduhsd.net

The scrip link can be found on the home page under the Parent/Student Menu.

Each school has their own list of approved programs that participate in the Scrip Program. A complete list can be found in the Scrip Information Package or on the District Website.

Account Set-up Form

Any person who would like to have their scrip purchases tracked by participating merchants must complete the **Account Set-up Form** and return it to:

**EDUHSD
4675 Missouri Flat Rd.
Placerville, CA 95667
Attn: Scrip Coordinator**

The information on this form is used to post the earned scrip credits to the student and/or program of your choice.

If this form is not on file at the District Office, the scrip credits will be posted to the General Athletic Scrip Account for the school you are earning for. These funds will be used at the discretion of the Athletic Director. Inactive accounts may be used by the program advisors or athletic directors at their discretion.

eScrip & Savemart

Savemart stores and their S.H.A.R.E.S. scrip program has joined the eScrip family. Sign up for an eScrip account by going to www.escrip.com. Once you are registered with eScrip, go to the Merchants section, scroll down to find Savemart stores. On the far right you will see "Add phone number or card number". You can choose to add your phone number and use it at the cash register or you can use your Savemart *Save Smart Rewards Card*. Whichever method you choose, it needs to be registered with eScrip. Savemart donates up to 3% of your total qualifying purchases to the scrip program. eScrip pays monthly usually three months after purchases are made.

eScrip On-Line Mall

Families that shop the internet, check out the on-line mall at

eScrip. Earn Scrip credits from hundreds of internet merchants. Use the eScrip link to get to your favorite merchants' on-line sites and you can earn scrip credits on qualifying purchases.

Also new to the eScrip program is the **Benefits Mobile Program**. Learn more about using your smart phone to earn scrip credits at the www.escrip.com website. This new smart phone app allows you to buy and redeem electronic gift cards instantly which will earn you scrip credits. In most cases you can purchase and redeem the electronic gift cards for the exact amount of your transactions. This new way to earn scrip is very easy to use with lots of earning potential for adding credits to your scrip account. Merchants like Starbucks, Chipotle, Panda Express, TJMaxx, Walmart, Safeway, HomeDepot, Amazon, Applebees, CVS, Game Stop, Kmart, & Target to name a few.

Nugget Markets Scrip Program. (ForkLift)

Nugget Markets is the parent company to ForkLift. Nugget Markets offers a scrip program which uses a Scrip Card. The Scrip Card can be used at any Nugget Market stores including ForkLift and Food4Less. To obtain Nugget Markets scrip card and registration instructions please contact the District Scrip Coordinator at the District Office. Nugget Market will track your qualifying purchases each month. They donate based on an increasing scale of 1-4% of qualifying purchases. The more you spend the more Nugget Markets donates. Nugget markets pays on a quarterly basis. Family and friends can all sign up to help earn scrip credits for your student's scrip account. For more information:

**EDUHSD Scrip Coordinator
530.622-5081, ext. 7234 or
916.933-5165, ext. 7234**

Student Attendance & Behavior

Attendance Policies

Learning and achievement are directly related to consistent, on-time attendance in class. Good attendance is a pre-requisite to satisfactory job performance. The same holds true for school. Class time missed cannot be fully replaced with makeup assignments. Students who are absent from a class for more than 20% of the time, for any reason, probably will not be able to pass the class.

State fund apportionments to schools are based on actual student attendance. Therefore, our schools experience a loss of income for any students not in attendance, whether the absence is excused or un-excused.

Compulsory education laws require schools to collect notes and verify absences. Although excused absences no longer count toward ADA, attendance clerks will continue to verify absences and report attendance for compulsory education purposes and truancy determination.

Report Absence.

Parents/guardians, please call the Attendance Office between 7:30 and 10:00 am to report an absence.

Attendance Office Phone Numbers:

- El Dorado HS (530) 622-3634 ext. 1011
- Oak Ridge HS (916) 933-6980 or (530) 677-4402 ext. 3080
- Ponderosa HS (530) 677-2281 ext. 2215
- Union Mine HS (530) 621-4003 ext. 4114
- Independence HS (530) 622-7090
IHS – ext. 7132
ISP – ext. 7006
CDS – ext. 7136
- Virtual Academy (530) 622-6212

Attendance Accounting. A computerized attendance accounting system is used at each school. In order for the system to work properly, it is important that parents/guardians call the Attendance Office to report all student absences or submit a written note upon the student's return to school. The note should contain the following information:

- full name of student
- date(s) of absence
- reason for absence
- name and/or identity of person providing information
- date of note

Notification of Tardiness or Unexcused Absences. When a student is absent for a full day and the absence has not been verified as excused, the Attendance Office will attempt to contact the parent/guardian within 48 hours. If the absence is unexcused, a consequence, such as detention, will be assigned. Parents/guardians of students who are repeatedly tardy or truant will be contacted. Contact will be made either by telephone or by mail (i.e., a letter or postcard) and will include the date and time of the absence.

Parent/Guardian-Contact.

Parents/guardians may request to have all school correspondence mailed to their work address. Parents may also request that all phone calls regarding attendance be made during the day. These options may be requested by writing to the Attendance Office. Include the appropriate addresses and phone numbers.

Attendance Errors. Students aware of an error in reporting his/her absence should obtain written verification from the teacher and return it to the Attendance Office.

Procedure for Readmission to Class. When a student is absent from a class, the student must

submit a written note from his/her parent or guardian to the Attendance Clerk. Students should submit notes either at least 10 minutes prior to first period or immediately upon arrival.

Early Dismissal. If a student must leave school early for any reason, the student must sign out in the Attendance Office prior to departure.

Failure to do so will result in an assignment of detention. Parent/guardian approval is required for early dismissal.

Tardies. Students are given sufficient time to travel between classes and are expected to be seated before the tardy bell rings. Being on time is an important habit for students to develop. Students who arrive late to class are responsible for being sure that the teacher has corrected the attendance record. Students who are habitually tardy to class are subject to disciplinary action taken by their teacher or assistant principal. Students who are more than 10 minutes late to class are marked absent but must remain in class to participate in the learning process and to comply with State law. Students should clear absences with the Attendance Clerk and their teacher.

Legally Excused Absences. Excused absences are those due to illness, injury, medical and dental appointments, funeral services for a member of the immediate family, or quarantine. Excused absences for compulsory education purposes are those due to court appearance, funeral, observance or religious holiday/ceremony/retreat, prearranged advance absences, employment conference, and when a student is the custodial parent/guardian of a sick child.

Unexcused Absences. Unexcused absences are absences that are verified by the parent/guardian, but are not

considered excused (according to state law). It is the parent's responsibility to send his/her son/daughter to school until the student is 18 years old.

Truant Absences. Students are classified as truant if they are absent from school without a valid excuse for 3 full days in one school year; or tardy or absent for more than any 30-minute period during the school day (without a valid excuse) on three occasions in one school year; or any combination thereof.

For a student reported as a habitual truant, referral may be made to the School Attendance Review Board (SARB) which has the option of filing an application for petition with the El Dorado County Probation Department, or a complaint may be filed against the parent/guardian in the Justice Court.

Chronic/Prolonged Illness.

Counselors should be notified as soon as possible about extensive absences caused by health problems. Verification from a health care provider and/or the Chronic Illness Form 5141.21E may be required for frequent absences due to illness. Parents should contact the school to obtain homework. If a long-term illness (2 or more weeks) is anticipated, the parent/guardian should arrange for home/ hospital teaching through the Counseling Office.

18-Year-Old Student Absences.

The State of California has determined that 18-year-old high school students are legal adults and have the same rights as parents/guardians to excuse absences. Thus, 18-year-old students may excuse their own absences. Many 18-year-old students are mature enough to exercise this responsibility, but some are not. If any student, including 18-year-olds, accumulates excessive absences, or appears to be absent illegally, additional verification from the

parent/guardian and/or doctor may be required to excuse absences. All regular attendance rules still apply.

Pupil Attendance During Lunch.

The Board of Trustees requires students to remain on campus during lunch periods.

SARB (School Attendance Review Board).

When a student has persistent problems in school relating to attendance and behavior, and when the normal avenues of classroom, school, and District counseling do not resolve the situation, all the appropriate resources of the community should be brought together to address the problem. A student may be referred to the El Dorado County SARB for agency and community assistance.

Student Behavior Expectations

In keeping with Education Code 48900, the District strives to maintain a positive learning environment for all students.

Parents/guardians and students should note that students are accountable for their behavior related to school activity or attendance which occur at any time, including, but not limited to, while on school grounds (including school parking lot and street parking near campus), while going to or coming from school, during the lunch period, whether on or off campus, during or while going to or coming from a school-sponsored activity.

School rules and procedures established to maintain positive student behavior are given to students each year through the *Annual Notification to Parents/Guardians* publication. This publication includes excerpts of District policies and law that describe major violations which could jeopardize a student's privileges of attending a particular school in the District.

The District and its schools prohibit unlawful discrimination, cyberbullying, bullying, intimidation, and harassment of any student. Students and parents/guardians should report such incidents to the school administration.

Use this publication as a guide and resource in conjunction with District policies, which can be found on the District website at:

www.eduhsd.net

Health & Safety

Refer to the *Annual Notification to Parent/Guardians* publication for information you need to know regarding the health and safety of your student, including, but not limited to:

- Nurses/Health Technicians
- Medication at school
- Fingerprint program
- Hazardous materials and Emergency response plans
- Campus safety
- Bus ridership
- Alternative weather plans
- Health Coverage Options

El Dorado High School

561 Canal Street
Placerville, CA 95667

(530) 622-3634

Attendance: ext. 1011 or 1012
Administration Fax (530) 622-1802
Counseling Fax (530) 622-5497
Website: <http://cougar.eduhsd.net>

Principal: Matt Barnes
Asst. Principals: Tara Grudin
Justin Gatling

Dir. of Guidance: Nissa Martin
Counselors: Karen Carrillo
Susana Mayfield
Kari Fregoso

BELL SCHEDULE

MONDAY

Period	Starts	Ends
2	8:25	9:20
3	9:26	10:17
4	10:23	11:14
5	11:20	12:11
Lunch	12:11	12:46
6	12:52	1:43
7	1:49	2:40

Faculty Collaboration
2:40 – 3:25

TUESDAY – FRIDAY

1	8:25	9:25
2/3	9:31	11:20
Break	11:20	11:30
4/5	11:36	1:10
Lunch	1:10	1:45
6/7	1:51	3:25

**Early Release on District
Collaboration Days:** 2:00 p.m.
See Student Calendar.

Oak Ridge High School

1120 Harvard Way
El Dorado Hills, CA 95762

(916) 933-6980 or (530) 677-4402

Attendance: ext. 3080
Administration Fax (916) 933-6987
Counseling Fax (916) 933-7631
Website: <http://www.orhsonline.com>

Principal: Aaron Palm
Asst. Principals: Alison Lishman
James Wrede
Don Azevada
Kimberly Doyle
Dir. of Guidance: Jon Pratt
Counselors: Darsy Arburn
Mandy Fiedler
Jill Howard
Kim Cerutti
Jenise Bovo

BELL SCHEDULE

MONDAY

Period	Starts	Ends
2	8:30	9:10
3	9:15	10:00
Break	10:05	10:15
4	10:20	11:00
5	11:05	11:45
Lunch	11:50	12:20
6	12:25	1:05
7	1:10	1:50

Faculty Collaboration
2:00 – 3:00

TUESDAY / THURSDAY

1	7:25	8:25
2	8:30	10:20
Break	10:25	10:35
4	10:40	12:25
Lunch	12:30	1:00
6	1:05	2:50

WEDNESDAY / FRIDAY

1	7:25	8:25
3	8:30	10:20
Break	10:25	10:35
5	10:40	12:25
Lunch	12:30	1:00
7	1:05	2:50

**Early Release includes District-wide
Collaboration Days as well as every
Monday:** 1:50 p.m.
See Student Calendar.

Ponderosa High School
 3661 Ponderosa Road
 Shingle Springs, CA 95682

(530) 677-2281 or (916) 933-1777

Attendance: ext. 2215
 Administration Fax (530) 677-2299
 Counseling Fax (530) 676-1401
 Website: <http://bruin.eduhsd.net>

Principal: Lisa Garrett
 Asst. Principals: Darrin Slojkowski
 Serna Teixeira
 Jeremy Hunt
 Dir. of Guidance: Jim Spratling
 Counselors: Keri Hanson
 Katie Hunter
 Lisa Woods

BELL SCHEDULE

REGULAR DAY
 M - T - F

Period	Starts	Ends
1	7:10	8:04
2	8:10	9:10
3	9:16	10:10
Break	10:10	10:16
4	10:22	11:16
5	11:22	12:16
Lunch	12:16	12:47
6	12:53	1:47
7	1:53	2:47

BLOCK DAY
 W - TH

Period	Starts	Ends
1	7:10	8:04
2 / 3	8:10	9:59
Break	9:59	10:05
4 or 5	10:11	11:55
Lunch	11:55	12:26
6 / 7	12:32	2:16

COLLABORATION DAY

Period	Starts	Ends
1	7:25	8:04
2	8:10	8:52
3	8:58	9:34
4	9:40	10:16
5	10:22	10:58
Lunch	10:58	11:28
6	11:34	12:10
7	12:17	12:52

Union Mine High School
 6530 Koki Lane
 El Dorado, CA 95623

(530) 621-4003

Attendance: ext. 4114
 Administration Fax (530) 622-6034
 Counseling Fax (530) 621-0995
 Website: <http://umhs.eduhsd.net>

Principal: Paul Neville
 Asst. Principals: John Pesce
 Lindsey Kovach
 Dir. of Guidance: Denise DeRosa
 Counselors: Kim Secor-Leigh
 Mike Ziegler

BELL SCHEDULE

4x4 BLOCK

Class	Starts	Ends
Block 0	6:50	7:43
Passing	7:43	7:50
Block 1	7:50	9:20
Break	9:20	9:30
Passing	9:30	9:37
Block 2	9:37	11:11
Passing	11:11	11:18
Block 3	11:18	12:48
Lunch	12:48	1:18
Passing	1:18	1:25
Block 4	1:25	2:55

WEDNESDAY D-BACK SCHEDULE

Class	Starts	Ends
Block 0	6:50	7:43
Passing	7:43	7:50
Block 1	7:50	9:05
Break	9:05	9:15
Passing	9:15	9:22
Block 2	9:22	10:37
Passing	10:37	10:44
DBTV/DBack	10:44	11:41
Passing	11:41	11:48
Block 3	11:48	1:03
Lunch	1:03	1:33
Passing	1:33	1:40
Block 4	1:40	2:55

COLLABORATION SCHEDULE

Class	Starts	Ends
Block 0	6:50	7:43
Passing	7:43	7:50
Block 1	7:50	8:56
Break	8:56	9:06
Passing	9:06	9:13
Block 2	9:13	10:24
Passing	10:24	10:31
Block 3	10:31	11:37
Lunch	11:37	12:07
Passing	12:07	12:14
Block 4	12:14	1:20
Collaboration	1:20	3:00

EDUHSD Virtual Academy

6540 Koki Lane
El Dorado, CA 95623

(530) 622-6212

Fax: (530) 622-1071
Website: <http://edvirtualacademy.com>

Administrator: Chuck Palmer,
Director of Educational Options &
Innovations

EDUHSD Virtual Academy is a **blended learning model** provided through a customized learning portal. The Virtual Academy is a **comprehensive, individualized, and rigorous** approach to high school education. The school offers a small learning environment with a personalized education program.

As a **WASC accredited** and California **Certified** Charter School, the EDUHSD Virtual Academy is available to high school students within El Dorado County, as well as surrounding counties.

Students will have the opportunity to complete District graduation requirements, with the enhancement of concurrent enrollment at other District high schools or completing college credit through the **Advanced Education Option** and **Advanced Placement** courses.

A **blended 4x4 schedule** offers a mix of yearlong courses and courses that will be completed in the traditional "semester" time frame.

Students are provided with **support** needed for all major subject areas, including science labs, foreign language, advanced placement courses, special education, and core subjects by highly qualified teachers. Weekly tutorials are available for students needing additional support. Please visit the website listed above or call if you are interested in enrollment.

Features of the EDUHSD Virtual Academy include:

- Guaranteed College Entrance (with CSUS)
- On Site College Course through Folsom Lake College
- Learning Through Internships
- Individualized Education Program 9–12
- Athletics (at home school)
- Concurrent Enrollment in EDUHSD
- Work Readiness Certification / ROP Classes
- UC/CSU "a–g" Courses
- California Certified Charter School
- WASC Accredited

Please call school for individual student schedules.

BELL SCHEDULE	
Period 1	7:55 – 9:25 am
Break	9:25 – 9:35
Period 2	9:35 – 11:05
Period 3	11:05 – 12:35
LUNCH	12:35 – 1:05 pm
Period 4	1:05 – 2:35

Independence High School

A California Model Continuation School
385 Pleasant Valley Road
Diamond Springs, CA 95619

Mailing Address: 4675 Missouri Flat Road Placerville, CA 95667

(530) 622-7090

Attendance: ext. 7132
Fax: (530) 642-2291
Website: <http://www.eduhsd.net/independence.htm>

Principal: Alison Gennai
Asst Principal: Jennifer Meyers

Independence High School embodies an innovative learning approach where students receive strong support and personalized guidance that builds confidence and determination as students connect to their education and learn in more meaningful ways. Respect and tolerance are guiding principles that create a culture of inclusion built on the belief that all students are valuable learners who can experience success as they become college and career ready. Exploration, creativity, and real-world application guides the learning process as students become thoughtful members of society who value life, learning, and ultimately their own independence.

MONDAY–FRIDAY BELL SCHEDULE

Period	Starts	Ends
1	7:50	8:35
Breakfast Break	8:35	8:50
2	8:55	9:40
3	9:45	10:30
4	10:35	11:20
5	11:25	12:10
Lunch	12:10	12:40
6	12:45	1:30
7	1:35	2:20

DISTRICT COLLABORATION BELL SCHEDULE

Period	Starts	Ends
1	7:50	8:35
Breakfast Break	8:35	8:50
2	8:55	9:40
3	9:45	10:30
4	10:35	11:20
5	11:25	12:10
Lunch	12:10	12:40
6	12:45	1:30
Student Dismissal		1:30
Collaboration	1:30	3:00

GED Program

Please visit the California Department of Education website for GED testing information at:

www.cde.ca.gov/ta/tg/gd

Adult Education Diploma Program

Contact the El Dorado County Office of Education re the Adult Education Diploma Program at **(530) 295-2434**

Gary Sutherland, Principal
(530) 295-2434

Regional Occupational Program (ROP)

Website: <http://www.eduhsd.net>

The Central Sierra Regional Occupational Program (CSROP) provides students the opportunity to progress through a sequence of courses that offer skills needed to qualify for and succeed in postsecondary job training for their chosen career (i.e., technical/vocational program, community college, apprenticeship or significant on-the-job training). CSROP provides course concentrations and advanced training through its "capstone" courses. The primary mission of CSROP is to prepare students for skilled and higher wage careers needed in the El Dorado County/Sacramento region. Upon successful completion of a CSROP course, students receive a certificate indicating industry-specific competencies mastered. Students may also earn a "Work Ready" certificate that informs potential employers that a student demonstrates outstanding personal qualities.

CSROP courses may be used to meet high school graduation requirements, and some courses are articulated with community colleges allowing students to earn college credit while still in high school. A number of courses prepare students for state or national industry-recognized certifications.

To learn more about the industry sector CSROP programs, please visit the website www.eduhsd.net. For registration information, call:

(530) 622-5081, ext. 7239