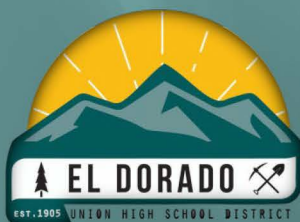


EL DORADO UNION HIGH SCHOOL DISTRICT

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



STUDENT HANDBOOK 2022-23



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 to assist you in being informed about academic requirements, student services, student activities, individual school schedules, and much more. *The Annual Notification to Parents/Guardians*, which provides important information about Federal and California State laws relating to rights of parents/guardians and students, will be available online prior to the beginning of each new school year through the [Aeries Parent Portal](#). Families requiring a printed copy of the handbook can contact the school or District Office and it will be provided. *The Parents/Guardians Rights Acknowledgment Form* can be submitted via the Aeries Parent Portal. For families that do not have access to a computer or internet services, you can submit the *Parents/Guardians Rights Acknowledgment Form* directly to your school.

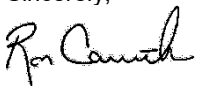
Parental/guardian involvement is critical during a student's high school years. After high quality teaching, the most significant contributor to student achievement in school is the support and encouragement of parents/guardians. This handbook is designed to strengthen our home-school partnership as 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 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

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 6,800 today.

District Information

Board of Trustees

Lori M. Veerkamp
 Jessica K. Rodgers
 Timothy M. Cary
 David J. Del Rio
 Brooke Van Komen

Board Meetings

Regular Board Meetings shall be held each month on a date conducive to the work of the District and required timelines for action. Open Session (for the general public to attend) typically begins at 6:30 p.m. unless otherwise predetermined by the Board. Meetings of the Board are held in the District Office Boardroom unless otherwise determined by the Board.

The date, location, and start time for each meeting are posted on the [EDUHSD website](#) and agendas are posted on the bulletin board outside the District Office 72 hours in advance of a Regular Board Meeting. For additional information, please contact the Superintendent's Office at (530) 622-5081, ext. 7236 or 7225.

District Address and Phone Numbers

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

District Website: www.eduhsd.net

District Administration

SUPERINTENDENT

Ron Carruth, Ed.D.

EDUCATIONAL SERVICES, TESTING and CAREER PREPARATION

Christopher Moore, Deputy Superintendent,
 Educational Services

STUDENT SERVICES AND INNOVATION, STUDENT SUCCESS and ALTERNATIVE EDUCATION

Chuck Palmer, Senior Director Student
 Services and Innovation

Pam Bartlett, Senior Director, Student
 Success

Leslie Redkey, Director, Educational
 Options and Innovations

HUMAN RESOURCES

Tony DeVille, Asst. Superintendent, Human
 Resources

BUSINESS SERVICES

Robert Whittenberg, Asst. Superintendent,
 Business Services

Dan Augino, Director, Maintenance
 Sarah Lemke, Transportation Coordinator
 Kandace Page, Director, Fiscal Services

Parent/Guardian Notifications

Annual Notification to Parents/Guardians

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

To fulfill this notification requirement the El Dorado Union High School District will post the *Annual Notification to Parents/Guardians* to the Aeries Parent Portal and to the District Publications section of the [EDUHSD website](#). Families who do not have access to a computer can request a paper copy from the Counseling Office at their school. It is important that you read the material and sign the *Parents/Guardians Rights Acknowledgment Form* for your student to return to school.

Parents/guardians choosing to view the *Annual Notification to Parents/Guardians* handbook electronically can submit the *Parents/ Guardians Rights Acknowledgment Form*, via the [Aeries Parent Portal](#). The form is available on the [EDUHSD website](#).

School Accountability Report Card

EC 35256 requires the Board of Trustees to annually issue a School Accountability Report Card (SARC) for each school site, reporting all conditions listed in ECs 33126 and 41409.3. Pursuant to EC 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 [EDUHSD website](#) and the [County Office of Education](#) website.

Printed copies of a SARC may be requested through individual school sites or the District Office.

Uniform Complaint Procedures

Complaints Subject to UCP

The District's Uniform Complaint Procedures (UCP) shall be used to investigate and resolve the following complaints that cannot be resolved by school administration and initial District office appeal:

The District is primarily responsible for compliance with federal and state laws and regulations, including those related to

prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, in any programs and activities provided by the District that are subject to UCP:

1. Accommodations for pregnant and parenting students.
2. Adult education programs.
3. After School Education and Safety programs.
4. Agricultural career technical education.
5. Career technical and technical education and career technical and technical training programs.
6. Child care and development programs.
7. Compensatory education.
8. Consolidated categorical aid programs.
9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met.
10. Discrimination, harassment, intimidation, or bullying in District programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived

characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in EC 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics.

11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program.
12. Every Student Succeeds Act.
13. Local control and accountability plan.
14. Migrant education.
15. Physical education instructional minutes.
16. Student fees.
17. Reasonable accommodations to a lactating student.
18. Regional occupational centers and programs.
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding.
20. School safety plans.
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding.
22. State preschool programs.
23. State preschool health and safety issues in license-exempt programs.
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate.

The District Uniform Complaint Coordinator is Tony DeVile, Assistant Superintendent, Human Resources. The following individuals/positions are designated as UCP Compliance Officers who are responsible for handling complaints: Principals; Directors; Senior Directors; Assistant Superintendents,

and Superintendent. All UCP Compliance Officers are knowledgeable about the laws and programs that they are assigned to investigate.

UCP complaints must be filed no later than 1 year from the date the alleged violation occurred. In the case of a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, a UCP complaint must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct.

Students enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities.

A complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

The District will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the District, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.

UCP complaints will be investigated in accordance with the District's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant. The complainant has a right to appeal the District's investigation report to CDE for programs within the scope of the UCP by filing a written appeal, including a copy of the original complaint and the District's decision, within 15 days of receiving the District's decision. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable. Copies of the District's UCP are available free of charge from your school office or from the District Uniform Complaint Procedure Coordinator. (AR/BP 1312.3)

Nondiscrimination

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Students who engage in unlawful discrimination, including harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal. (BP 5145.3)

Transgender and Gender-Nonconforming Students

The District prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment. Regardless of whether the acts are sexual in nature. (AR 5145.3)

Examples of the types of conduct which are prohibited in the District and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with their gender identity.
2. Disciplining or disparaging a student or excluding them from participating in activities for behavior or appearance that is consistent with their gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable.
3. Blocking a student's entry to the bathroom that corresponds to their gender identity.
4. Taunting a student because they participate in an athletic activity more typically favored by a student of the other sex.
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent.
6. Use of gender-specific slurs.
7. Physical assault of a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression.

Professional Standards

The Governing Board expects District employees to maintain the highest ethical standards, behave professionally, follow District policies and regulations, abide by state and federal laws, and exercise good judgement when interacting with students and other members of the school community. Employee shall engage in conduct that enhances the integrity of the District, advances the goals of the District's educational programs, and contributes to a positive school climate. (BP 4119.21)

Sexual Harassment

The District has adopted the following strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies. (AR/BP 5145.71)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits at school or at school sponsored or school-related activities sexual harassment targeted at any student by

anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted 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 under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any District program or activity.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of District policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

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 the 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.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, *sexual harassment* is defined as any of the following forms of conduct that occurs in an education program or activity in which a District school

exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A District employee conditioning the provision of a District aid, benefit, or service on the student's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District's education program or activity.
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291.

All other sexual harassment complaints or allegations brought by or on behalf of students shall be investigated and resolved in accordance with AR/BP 1312.3 Uniform Complaint Procedures. The determination of whether the allegations meet the definition of sexual harassment under Title IX shall be made by the District's Title IX Coordinator(s). (AR 5145.71)

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 another 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. Additional information may be found at [EDUHSD Bullying and Harassment Prevention Information](#).

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.

Unauthorized Student Fees

Any complaint alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities including curricular and extracurricular activities. A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. Complaints regarding student fees must be filed no later than one year from the date the alleged violation occurred.

LCAP

Any complaint alleging District noncompliance with applicable requirements related to the implementation of the Local Control and Accountability Plan, including the development of a local control funding formula budget overview for parents/guardians. *A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. (AR 1312.3)*

School Plans/Site Councils

Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding.

Pregnant/Parenting Students

Any complaint alleging District noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in EC 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements.

Any complaint alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student.

Foster Youth

Any complaint, by or on behalf of any student who is a foster youth, alleging District noncompliance with any legal requirements applicable to the student regarding placement decisions, the responsibilities of the District's educational liaison to the

student, the award of credit for coursework satisfactorily completed in another school or district, or country; school or records transfer, or the grant of an exemption from Board-imposed guardian requirements.

Homeless Student

Any complaint, by or on behalf of a student who transfers into the District after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the District, a child of a military family as defined in EC 49701, or a migrant student as defined in EC 54441, or by or on behalf of an immigrant student participating in a newcomer program in the third or fourth year of high school, alleging District noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements.

Credit for Coursework Satisfactorily Completed

Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in EC 49701, a migrant child as defined in EC 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in EC 51225.2, alleging District noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country.

Retaliation

Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

Course Without Educational Content

Any complaint alleging District noncompliance with the requirements of EC 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions.

To File a Uniform Complaint

Obtain a copy of the Uniform Complaint procedure and form free of charge (BP/AR 1312.3) from the school or District Title IX and Uniform Complaint Procedure Coordinator. All complaints shall be filed in writing and signed by the complainant.

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging District violation of applicable state or federal law or regulations governing the programs specified in the Board Policy 1312.3 "Complaints Subject to UCP, may be filed by any individual, public agency, or organization.
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint shall be filed no later than 1 year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Board.
4. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that they have personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation or bullying. The complaint shall be initiated no later than 6 months from the date that the alleged discrimination occurred, or 6 months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
5. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

6. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation.

Within 3 business days after receiving the complaint, the compliance officer may informally discuss with all parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than 1 student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

Investigation.

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint. Within 1 business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present information and/or evidence to support the allegations in the complaint.

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, within 60 calendar days of the District's receipt of the complaint. (5 CCR 4631)

Corrective Actions.

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the District shall take appropriate disciplinary action, up to and including dismissal, in

accordance with applicable law and collective bargaining agreement.

Appeals.

Any complainant who is dissatisfied with the District's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with District Board of Trustees within 5 days of receiving the District's investigation report or the CDE within 30 calendar days of receiving the District's investigation report. (5 CCR 4632).

The appeal shall be sent to CDE with a copy of the original, locally filed complaint and a copy of the District's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal including at least one of the following:

1. The District failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the District's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the District's investigation report are not supported by substantial evidence.
4. The legal conclusion in the District investigation report is inconsistent with the law.
5. In a case in which the District found noncompliance, the corrective actions fail to provide a proper remedy.

Additional Action.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the District's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (EC 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (EC 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

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

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. A complaint may be filed alleging noncompliance with the requirement of EC 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products at any District school that meets a 40% pupil poverty threshold as specified in federal law. 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 offices. 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. Complaints may be filed anonymously.

EL DORADO UNION HIGH SCHOOL DISTRICT 2022-23 Student Calendar

July 2022

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

August 2022 18

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		

September 2022 21

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

October 2022 5 44

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				

November 2022 31

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		

December 2022 16 47

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

91

January 2023 16

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			

February 2023 18

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			

March 2023 8 42

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

April 2023 27

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

May 2023 20 47


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		

June 2023

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

89

 First & Last Day of School

 Quarter / Semester End

School Closed

Nov 21-25 Thanksgiving Recess

Dec 23-Jan 6 Winter Break

April 3-7 Spring Break

Legal Holidays

July 4 Independence Day

Sept. 5 Labor Day

Nov. 11 Veteran's Day

Nov. 24 Thanksgiving Day

Dec. 26 Christmas Day (Observed)

Jan. 2 New Year's Day (Observed)

Jan. 16 MLK, Jr. Day

Feb. 17 Lincoln's Day (Observed)

Feb. 20 Presidents' (Washington's) Day

May 29 Memorial Day

Intercession

May 30 - Intercession

June 8 (dates subject to change)

Non Student/Teacher/Staff Day

Classified staff check with your immediate supervisor and work calendar

Oct 10

Mar 13

Emergency School Closure

If school is cancelled, students and staff may be required to attend one or all of the following days.

Mar 31

April 10

Graduation

May 25 IHS (pm); UMHS (pm); EDHS (pm)

May 26 ORHS (pm); PHS (pm); PCA (pm)

Early Release Time

See site calendar for dates and times

EDUHSD PACIFIC CREST ACADEMY 2022-23 Student Calendar

July 2022

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

August 2022 18

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		

September 2022 21

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

October 2022 5 44

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				

November 2022 31

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		

December 2022 16 47

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

91

January 2023 16

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			

February 2023 18

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			

March 2023 8 42

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

April 2023 27

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


May 2023 20 47


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		

June 2023

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

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Early Release Time

See site calendar for dates and times

Student Information

2022/23 & 2023/24 GRADUATION COURSE REQUIREMENTS (BP 6146.1)

SUBJECT	YRS	UNITS	UM/PCA
English	3	30	30
Mathematics (minimum of Algebra I)	2*	20	20
Physical Science	1	10	10
Biological Science	1	10	10
Social Science			
World History	1	10	10
U.S. History / Geography	1	10	10
American Government/Civics	0.5	5	5
Economics	0.5	5	5
Visual & Performing Arts / World Language or Career Technical Education	1	10	10
Physical Education (unless exempted per E.C. 51225.3)	2	20	20
Health Education	0.5	5	5
Technology Education (minimum 5 credits): ICT Foundations or Exploring Computer Science or Project Lead the Way.	0.5 or 1 or 1	5	5
Core Units (required subjects) / Elective Units		140/80	140/90
Units Required to Graduate		220	230**

*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 2 mathematics courses (20 credits) in grades 9–12. (EC 51224.5)

**Union Mine and Pacific Crest Academy will require 90 elective credits to meet graduation requirements in 2022/23 & 2023/2024.

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/guardians may contact their child's special education case manager for information.

2024/25 & 2025/26 GRADUATION COURSE REQUIREMENTS (BP 6146.1)

SUBJECT	YRS	UNITS EDHS/ORHS/PHS UMHS/PCA
English	3	30
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 / World Language or Career Technical Education	2	20
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 or Project Lead the Way.	0.5 or 1 or 1	5
Core Units (required subjects) / Elective Units		160/80
Units Required to Graduate		240

*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 3 mathematics courses (30 credits) in grades 9–12. (EC 51224.5)

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/guardians may contact their child's special education case manager for information.

Graduation Requirements

Promotion/Retention of Students. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. As early as possible, students at risk shall be identified, and a program of supplemental instruction shall be provided in accordance with District Board Policy 5123 and EC 48070–48070.5.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law. Students enrolled in comprehensive school sites with Individual Education Plans or English learner students may request a waiver from the Board of Trustees to meet the continuation school criteria and 220 credits requirement for graduation. (EC 51225.3, AR/BP 6146.1, AR/BP 6146.11)

Grants for Advanced Placement Tests

Socioeconomically disadvantaged students may be eligible for state grants to cover the costs of advance placement examinations. Contact your counselor for eligibility information.

Scheduling Classes

New Students. New students should attend the **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 prerequisites for college or career 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. 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.

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

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

Union Mine and Pacific Crest Academy students in grades 9–12 must be enrolled in a minimum of 30 credits per term.

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. 5 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 details.

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. 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 Administrative Regulation 5121 for more information.

Pass Fail Grading. With parent/guardian permission, a student may request to elect to earn a Pass or Fail grade instead of a letter grade for any course offered in the District for the first eight weeks of the semester (four weeks for UMHS and PCA). Students with health related attendance challenges may petition the Principal after the deadline to earn a Pass or Fail grade instead of a letter grade. A Pass grade shall encompass marks A to D. The Principal’s decision is final.

Students who receive a Pass grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining honors list, or membership in the California Scholarship Federation. Students who receive a Fail grade shall not receive credit for taking the course.

Transcripts. The Registrar maintains transcripts in the Counseling Office. Students can request that a transcript be sent to colleges, universities, and scholarship sponsors and 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.

A = 4 points	C = 2 points
B = 3 points	D = 1 point

Weighted Grades. Students who are enrolled in weighted courses will earn additional grade points.

Report Cards and Schedule

Reports to Parents/Guardians.

8 grade reports are distributed electronically via the Aeries Parent Portal during the year; approximately 1 report every 4–5 weeks. This is twice the number of reports usually sent by high schools in California, but is done in the El Dorado Union High School District to help students, parent/guardians, and teachers determine and discuss student achievement more frequently. Parent/guardian may request paper copy report cards be mailed to the home by contacting the Counseling Office. Duplicate copies of all reports of student progress are available in the Counseling Office.

Parents/guardians may track their student(s) academic performance through the Aeries Parent Portal.

Mid-Quarter Progress

Reports. With the exception of Union Mine High School, mid-quarter report cards are sent out electronically via the Aeries Parent Portal. These are not formal report cards, but an early indication of student progress in each class.

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

Quarter Reports. Quarterly grades are electronically 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 electronically mailed home about 1 week after the end of each semester. Semester grades report a student’s final credit and are considered permanent grades. These grades become part of the official school record (transcript) for each student and will count towards a student’s overall GPA. Semester grades at Union Mine High School are end-of-course “term” grades.

Report Schedule (except Union Mine High School):

9/16	1st mid-quarter progress report sent home
10/14	1st quarter report card sent home
11/18	2nd mid-quarter progress report sent home
1/18	Semester 1 report card sent home
2/22	3rd mid-quarter progress reports sent home
3/17	3rd quarter report card sent home
4/21	4th mid-quarter progress report sent home
6/2	Semester 2 report card sent home

Report Schedule – Union Mine High School, Pacific Crest Academy:

1st TERM	
9/16	1st quarter progress report sent home
10/14	1st semester report card sent home
11/18	2nd quarter progress report sent home

1/18 2nd semester report card sent home

2nd TERM

2/22 1st quarter progress report sent home
3/17 1st semester report card sent home
4/21 2nd quarter progress report sent home
6/2 2nd semester report card sent home

Test Information

Achievement Tests

English Language Arts 11th Grade Smarter Balance Assessment. The exam consists of a computer adaptive test and a Performance Task (PT) based on the California State Standards. The computer adaptive section includes a range of item types, such as selected response, constructed response, table, fill-in, graphing, and so forth. The PTs are extended activities that measure a student's ability to integrate knowledge and skills across multiple standards.

English Language Arts California Alternative Assessment for 11th Grade. Designed for students with the most significant cognitive disabilities whose active IEP designates the use of an alternate assessment in English Language Arts. The assessment is a computer-based two-stage adaptive test. The test is administered to students in a one-on-one environment by a test examiner who is familiar with the student.

Mathematics 11th Grade Smarter Balanced Assessment. The exam consists of a computer adaptive test and a Performance Task (PT) based on the California State Standards. The computer adaptive section includes a range of item types, such as selected response, constructed response, table, fill-in, graphing, and so forth. The PTs are extended activities that measure a student's ability to integrate knowledge and skills across multiple standards.

Mathematics California Alternative Assessment. The exam for 11th grade students with the most significant cognitive disabilities whose active IEP designates the use of an alternate assessment in mathematics. The assessment is a computer-based two-stage adaptive test. The test is administered to students in a one-on-one environment by a test examiner who is familiar with the student.

California Science Test. The assessment is aligned with the California Next Generation Science Standards. The test includes stand-alone or discrete items and Performance Tasks (PTs). The discrete item types consist of selected response, constructed response, table, fill-in, graphing, and so forth. The PTs measure a student's ability to integrate knowledge and skills across multiple standards through extended activities. The test is taken in either the 11th or 12th grade.

California Alternative Assessment for Science. Designed for students with the most significant cognitive disabilities whose active IEP designates the use of an alternate assessment in science. The assessment is a computer-based two-stage adaptive test. The test is administered to students in a one-on-one environment by a test examiner who is familiar with the student.

English Language Proficiency (ELP) Exam (Initial to Summative). The required state test for English Language Proficiency (ELP) is given to students whose primary language is a language other than English. It consists of 2 separate ELP assessments: 1 for the initial identification of students as English Learners (ELs), and a second for the annual summative.

California Physical Fitness Test for 9th Grade. Achievement of the fitness

standards is based upon a score falling in the Healthy Fitness Zone (HFZ) for each of 6 fitness areas. The HFZ represents minimal levels of satisfactory achievement on the tasks. The goal is for students to achieve the HFZ for all 6 fitness areas of the physical fitness test.

High School Diploma Equivalency Exam

The California High School Proficiency Examination.

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible students who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the [California High School Proficiency Exam](#) website. See your counselor for more information.

The General Education Development Test.

The General Education Development Test (GED) is for adults who do not have a high school diploma. Those who pass the test receive a California High School Equivalency Certificate. If a student is under 18 years of age, the student must meet 1 of the following additional requirements:

- The individual must be within 60 days of their 18th birthday (regardless of school enrollment status).
- The individual is within 60 days of when the individual would have graduated from high school, had the individual remained in school and followed the usual course of study. Candidates testing under

this criterion may not be enrolled in high school.

- The individual is 17 years of age; has been out of school for at least 60 consecutive days; and provides a letter of request for the test from the military, a postsecondary educational institution, or a prospective employer. The letter is to be provided to the test administrator at a local test center that delivers the GED® test for the administrator's review and approval.

Homework Make-up Conditions

Absence. A total of 2 school days will usually be allowed to make up assignments for each day of absence. Students absent due to school-sponsored activities may be required by a teacher to complete the work before the absence. A student absent on the day of a test may be required to take the test on the day of their 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 may require the student to complete any assignments and tests missed during the removal. A student is suspended for behavior and is given consequences for their 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 period of time (not to exceed 2 days for each day of suspension).

Tuancy/Unexcused

Absences. Students who miss schoolwork because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make up work as necessary to ensure academic progress.

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:

- Encourage and develop the student's initiative and responsibility for their own learning.
- Provide the necessary practice and review of skills learned at school.
- Develop research skills.
- Create opportunities for independent planning and learning.
- Help build self-discipline and character.
- Allow students to make functional use of problem-solving skills.
- Develop organizational skills.

Student Responsibilities:

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

Teacher Responsibilities:

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

Parent / Guardian Responsibilities:

- Encourage the student to complete assignments.
- Assist teachers in developing the student's initiative and responsibility.
- Encourage the student and offer counsel, but insist that the student do their own work.
- Check to see that homework assignments are completed.
- Talk with teachers if assignments seem to be causing the student continuing problems.
- Communicate with the school through calls, visits, and participation on school committees.

Principal Responsibilities:

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

Counseling and 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 student's academic progress, postsecondary planning, and/or participation in activities.

The Career Center. The Career Center provides information about colleges, scholarships, and career opportunities for students. The Career Center maintains a library of current college catalogs and directories for student use and a computer college search program.

The Career Center 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 advisements.

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.

Students are invited to drop in or call to find out more information 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.

Career Assessments.

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

STUDENT TRANSFERS

California law requires school districts to provide an education to any pupil who resides within the district's attendance area. Although pupils have the right to a free, public education, the law does not guarantee that a pupil can attend the school of their choice, or even the neighborhood school.

Intradistrict Transfers

There are 3 kinds of Intradistrict Attendance Applications: Comprehensive High School, Alternative Education and Open Enrollment.

Comprehensive High School Intradistrict Transfers.

Specific criteria are provided in Board Policy and Administrative Regulation 5116.2 that can be read in its entirety on the [EDUHSD website](#). Intradistrict transfer applications will be accepted January 3, 2023 through February 16, 2023 for the 2023-24 school year. Transfers will be reviewed during the month of March. One application will be considered during each application period; multiple applications will not be accepted. Late applications may not be considered. Upon approval by both schools and the Senior Director of Student Services and Innovation, a copy of the transfer request will be sent to the requested school and to the parents/guardians. In case of denial, a letter will be sent to the parents/guardians.

Alternative Education Intradistrict Transfers.

This application is generated by the parent/guardian or school of residence when it is determined 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.

Intradistrict Open Enrollment.

The Superintendent or designee shall establish procedures for the selection and transfer of students **among** District schools in accordance with law, Board Policy and Administrative Regulation. (AR.BP 5116.1). The Superintendent or designee shall annually identify those schools which may have space available for additional students. Availability of space is defined as a combination of factors, such as the educational and physical capacity of the school, growth patterns within the District, the existing racial and ethnic makeup of the schools, and projected staffing requirements.

For the 2022-23 school year, Oak Ridge High School will have projected enrollment that is near or exceeds established capacity. A limited open enrollment process will be announced in December 2022 for El Dorado, Ponderosa, and Union Mine High Schools for the 2023-24 school year to bring El Dorado, Ponderosa and Union Mine High Schools to capacity following a review and approval by the Board of Trustees.

Interdistrict Transfers

The Governing Board has delegated authority to accept or reject Interdistrict transfer requests to the Superintendent and/or designee. School placement within the District will be at the discretion of the EDUHSD administration.

Interdistrict attendance requests must be received within the months of January and February preceding the school year for which the transfer is being requested.

A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict agreement between the district of residence and district of desired attendance. Each school district has adopted policies regarding interdistrict attendance.

Parents/guardians wishing to register/admit/enroll their pupil at a school other than the designated school that is in their attendance area outside of their school district may obtain an application for interdistrict attendance transfer from the district of residence or county office of education. Interdistrict transfer agreements must be approved by both the pupil's original school district of residence and the school district to which the pupil seeks to transfer. The agreement may include terms or conditions. It is within the authority of either the school district of residence or the receiving school district to revoke an interdistrict transfer/reciprocal agreement at any time for any reason the school district governing board or school district superintendent deems appropriate. If a request for an interdistrict transfer

agreement is denied, the pupil's parents/guardians may file an appeal to the county office of education in the pupil's school district of residence within 30 days of receipt of the official notice of denial of the transfer.

The following provide complete information regarding District-to-District transfers:

- Board Policy 5117
- Administrative Regulation 5117
- Education Code 46600-46601

Allen Transfer. Education Code section 48204(b) permits a school district to deem a pupil to have complied with the residency requirements for attendance in the school district if at least 1 parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week. School districts within which at least one parent or the legal guardian of a pupil is employed are not required to admit the pupil to its schools. Once admitted to residency, the pupil's transfer may be revoked only if the parent/guardian ceases to be employed within the boundaries of the school district. As a resident, the pupil does not have to re-apply for the transfer to be valid in following years.

Transfer Out of EDUHSD.

Parents/guardians who live in the District and wish to have their student attend a school outside of EDUHSD must obtain an Interdistrict Attendance Application from the office of Student Services and Innovation. EDUHSD must approve this agreement before the parent/guardian sends it to the district that the student wishes to attend. Upon approval by both districts, a copy is sent to the requested school and the parents/guardians. In case of denial, a letter is sent to the parents/guardians.

General Services

Cafeteria Services

EDUHSD Breakfast and Lunch Program. 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 provides a Breakfast and Lunch program, which is overseen by the USDA.

The EDUHSD Breakfast and Lunch Program. Every student attending school is eligible for one free breakfast and one free lunch each school day. Students participating in the EDUHSD Online Distance Learning Program students should contact their school of residence Nutritional Services Supervisor to make arrangements. Families are encouraged to submit the meal application online at www.eduhsdnutrition.net.

The EDUHSD **Breakfast and Lunch** Meal Program extends only to the meals served at Breakfast and Lunch. The programs do not apply to a la carte items.

A La Carte Payment Options.

A la carte items must be paid for at the time of purchase with either cash/check or through a prepaid MySchoolBucks.com account. Families are encouraged to consider establishing a MySchoolBucks.com online account where payments are simple, safe and secure 24 hours a day. The MySchoolBucks.com account will send a low balance alert when the account falls below the family designated amount. MySchoolBucks.com can send an alert to a designated cell phone as well. MySchoolBucks charges a \$2.75 service fee per transaction.

Point Of Sale (POS)-Pin Numbers.

The District Cafeterias use the eTrition "Touch n Serve" POS system. ALL students will be assigned a POS Pin number. Students can obtain their POS Pin number through the cafeteria or the District Office. Students input this pin# into the eTrition key pad or for touchless entry; they can scan their student ID card. In order to avoid potential misuse of a student's meal account, the POS system will display a photo of the student for the cashier to verify the correct student is using the lunch account. Cashiers will alert the student when their account balance drops below \$10.00.

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 Food Services Supervisor or the receptionist at the District Office. A parent/guardian may call or email the Food Services Supervisor or the receptionist at the District Office to place a block on their student's meal account. Examples of a student Meal Account Block: Student may purchase one item per day, student may spend \$5.00 a day, or student may not purchase a la carte items.

Cash/Check: You or your student can also add to their account by bringing money to the school. Please place cash/check in an envelope clearly marked with your student's name, their ID# and the amount enclosed. Pre-paid deposits should be turned in to a cafeteria cashier(s) or to the school finance office.

Refunds: Parents/guardians can request a refund of their student's meal account funds at any time. Parents/guardians may call or email the receptionist 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.

Nutrition Services Supervisors will be responsible for training all food service staff prior to working the service line regarding the District Food Services Meal Charging Policy.

Additional Services

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.

Note - To avoid interrupting classes in session, please do your best to take care of all communication with your student before they leave for school.

Health Care for All Families. Information about student insurance policies are available from the individual schools. For more information, visit www.allinforhealth.org.

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

Lost and Found. For lost and found items, contact the main office during school hours. For items left on a school bus contact Transportation Office (530)622-6306 or (916)933-5165 ext. 7242 or 7245

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. Parking permits are required at some campuses. Students may not sit in or congregate around vehicles during the school day or during lunchtime. **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/ASB 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. 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 whenever the student's job changes.

Transportation Services

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

1. By visiting to the [EDUHSD website](http://www.eduhsd.org).
2. By referring to the Bus Routes posted at the school sites.
3. By calling the Transportation Department at: (530) 622-6306 or (916) 933-5165 ext. 7242 or 7245.
4. By referring to the *Annual Notification to Parents/*

Guardians handbook for bus ridership rules and Inclement Weather Notification.

NOTE:
All students are required to show their valid bus pass to the bus driver both mornings and afternoons.

Services through the District

Student Success Team

The Student Success Team (SST) may be comprised of teachers, counselors, an administrator, parents/guardians, students, psychologist, and school nurse who meet to discuss academic, health, and social issues of concern to students. Referrals are discussed and appropriate outreach /intervention is made. The cornerstone 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.

Academic Support

Students who are struggling in their classes should seek help from the following resources:

1. **Teachers, Guidance Counselors**
2. **Conference-** Students and families may request a conference to address concerns.
3. **Tutoring:** The school Counseling Office may provide information regarding tutoring options for students.
4. **Student Study Team:** Students who are concerned with progress in school may request a Student Study Team (SST) meeting. Team members

may include the following people: Student, family, school administrator, teacher(s), school counselor, school nurse. The SST will discuss academic, health, and social issues of concern to a student.

These meetings are confidential and are designed to help a student access interventions to build success.

Psychological Services

Student psychologist services are available to special education students and parent/guardians at each school site, primarily for assessing for special education services. Students and parents/guardians can request an appointment to see a school psychologist by calling your student's school or the District Office at:

(530) 622-5081, ext. 7253
(916) 933-5165, ext. 7253

Substance Abuse Counseling

A referral list is available through the Counseling Office.

Students with Suspected or Identified Disabilities

Section 504 and Special Education

Section 504 Accommodation Plans: Section 504 is a national law that protects qualified individuals from discrimination based on their disability. 504 plans are formal plans that schools develop to provide kids with disabilities the support they need. If a student has questions about Section 504 or a disability, they should talk with their Guidance Counselor.

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), which provides a full continuum of special education instruction

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 Senior Director of Student Success at:

(530) 622-5081, ext. 7253
(916) 933-5165, ext. 7253

Health

The School Nurse and Health Technician provide assistance with school related health problems, health instruction in classrooms upon request, and individual health counseling for students, parents, and staff.

Emotional Well Being

Students are encouraged to contact the school Wellness Center, School Counselors, the School Resource Officer, or Administration to discuss any concerns or problems that may be impacting them or a friend personally.

Crisis Resources: A list of resources is available on the school or District website, the school's counseling office, the Wellness Center as well as this handbook.

Substance Abuse:

Students who are struggling with substance abuse may seek help from any staff member. Specifically, we encourage students struggling with substance abuse to get help from any of the following: Wellness Center, Counselor, Nurse, and Assistant Principals.

Homeless Program

Services are available for students and families who find themselves homeless. McKinney-Vento provisions can provide transportation for students in order to attend school. For assistance and services, call **(530) 622-5081, ext. 7229**. **(916) 933-5165, ext. 7229**

For additional information, refer to the District's *Annual Notification to Parents/*

Guardians handbook, which can be obtained from the school site, District Office, or the [EDUHSD website](#).

Services through the Community

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

Alcoholics Anonymous
(530) 622-3500
24/7 Hotline
(916) 454-1100

Al-Anon
(916) 334-2970
(888) 425-2666

Al-ATeen
(916) 334-2970

Child Abuse
Children's Protective Services
(530) 642-7100
24-hour Crisis Line
(844) 756-3699

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

Dental Services
EDC Smiles Dental Van
(530) 497-5016
Preventative Dental Care
(530) 622-3430
Oral Health Program
(530) 621-6313

Center for Violence Free Relationships
(530) 626-1450, (916) 939-4464
24-hour Crisis Line:
(530) 626-1131/(916) 939-6616

Placerville Police Department
(530) 642-5210
Emergency Calls: 911
Non-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 Behavioral Health
(530) 621-6290
24-hour Crisis Line:
(530) 622-3345

Family Dysfunction
New Morning
(530) 622-5551

Family Planning
County Health Department
(530) 621-6100

Health / Salud
(530) 621-6110

Maternal Child Program
(530) 621-6108

Narcotics Anonymous
(530) 645-1635
(866) 801-6621

Network of Care
County Mental Health
(530) 621-6200

Public Health Nursing
(530) 621-6108
(800) 844-4491

Rational Recovery System
(530) 621-4374

Runaway/Homeless
New Morning
Children's Shelter
(530) 626-4190

Sexual Assault
(530) 626-1450
24-hour Crisis Line:
(530) 626-1131
(916) 939-6616

Suicide Prevention and Intervention
County Behavioral Health/
Psychiatric Health Facility
(530) 621-6210 or 621-6200
24-hour Crisis Line:
(530) 622-3345

Tobacco Use Protection
(530) 621-6142

Additional referrals available through the Counseling Office.

Extracurricular Activities

Clubs and Organizations

The 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/Campus Light
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/Stage Production
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
Newspaper 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 & Business
Youth Executive League: 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 sports programs, students must earn at least a grade point average of "C" (2.0 GPA) and maintain satisfactory progress toward graduation requirements. Incomplete "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 in the event a student does not meet the criteria for eligibility. 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 fundraising opportunities. No student shall be required to pay a fee, deposit, or other charge or raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Scrip-General Information.

El Dorado Union High School District offers a Scrip Program. Scrip is a fundraising program where a percentage of a purchase at participating merchants support designated school programs and activities. Parents/guardians, family and friends can earn while they shop. All schools in the EDUHSD participate in the Scrip Program. For Scrip information and forms, check the [EDUHSD website](#).

The Scrip link can be found on the [EDUHSD website](#) under the Parents & Students drop down menu. Each school has their own list of approved programs that participate in the Scrip Program.

Account Set-up Form. Any person who would like to have their Scrip credits donated to a specific school program must complete the **Account Set-up Form** and return it to:

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

The information you provide on this form will be used to post the earned Scrip credits to the program of your choice.

eScrip

eScrip is a scrip company that manages fundraising programs for numerous merchants. For a complete list of participating eScrip merchants visit the eScrip website at www.escrip.com.

Nugget Market Scrip Program. (ForkLift). Nugget Market is the parent company of ForkLift. Nugget Market offers a scrip program, which requires the use of a Scrip Card. To

obtain a Nugget Market 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 buy the more Nugget Market donates. Nugget Market makes donations on a quarterly schedule.

Family and friends can sign up to earn scrip credits for your chosen program.

**For more information:
Scrip Coordinator
530-622-5081, ext. 7249
or
916-933-5165, ext. 7249**

Student Attendance and Behavior

Attendance Policies

Learning and achievement are directly related to consistent, on time attendance in class. Good attendance is a prerequisite 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 a.m. and 10:00 a.m. 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
Select Option 2

Ponderosa HS (530) 677-2281
Ext. 2215

Union Mine HS (530) 621-4003
Select Option 1

Independence HS (530) 622-7090
Ext. 7132

Pacific Crest 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 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 by either telephone, email, or text message using ParentSquare.

Parent/Guardian Contact. Parents/guardians may request to have all school correspondence mailed to their work address. Parents/guardians may

also request that all phone calls regarding attendance be made during the day. These options may be requested in writing to the Attendance Office. Include the appropriate addresses, email and phone numbers.

Attendance Errors. Students aware of an error in reporting their 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 their parent/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 the absence 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,

quarantine, court appearance, observance of religious holiday/ceremony/retreat, employment conference or when the 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/guardian's responsibility to send their student 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 1 school year; or tardy or absent for more than any 30-minute period during the school day (without a valid excuse) on 3 occasions in 1 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.

SARB (School Attendance Review Board). A student may be referred to the El Dorado County SARB for agency and community assistance if the student has persistent problems in school relating to attendance. The referral will be made to SARB if and when the normal avenues of classroom, school, and District counseling do not resolve the situation. SARB will bring all the resources in the community together to address the student's attendance problem and develop an appropriate plan of action.

Chronic/Prolonged Illness. Counselors should be notified as soon as possible about extensive absences caused by health conditions. Verification from a health care provider and/or the Chronic Illness Form

5141.21E may be required for frequent absences due to illness. Parents/guardians should contact the school to obtain homework. If a long-term illness or temporary disability (2 or more weeks) is experienced, the parent/guardian should arrange for Home and Hospital instruction 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 additional verification from the parent/guardian and/or doctor may be required to excuse absences. All regular attendance rules still apply.

Closed Campus. The Board of Trustees requires students to remain on campus until the end of the school day including lunch periods. Written authorization from parent/guardian and/or permission from school authorities is required for an off campus pass.

Student Behavior Expectations

In keeping with EC 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 lots 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* handbook. 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 the *Annual Notification to Parents/Guardians* handbook, and District policies, which can be found on the [EDUHSD website](#).

Discipline

Suspension

Suspension means the student has so seriously violated the necessary rules of the school that the student temporarily loses the right to a public education. Parents/guardians of a suspended student are strongly encouraged to require their student to accomplish a significant amount of work for the family or for others during the suspension. Parents/guardians determine whether suspension becomes a "free" day for the student.

The principal shall impose suspension only when other means of correction fail to bring about proper conduct. However, a student, including an individual with exceptional needs, as defined in EC 56026, may be suspended for any of the reasons enumerated in EC Section 48900 upon a first offense, if the principal or superintendent of schools determines that the student violated any of the subdivisions (a through e) of section 48900 or the student's presence causes a danger to themselves, other students, and/or staff.

Expulsion

Expulsion means the student has so seriously violated the rules needed for the school and other students that the student loses the right to an education provided by the District, usually for at least the current semester and 1 more. At the end of the expulsion term, the student has the right to a meeting to determine whether or not the student will be readmitted to school.

For more information concerning suspension and/or the expulsion process, please refer to the *Annual Notification to Parents/Guardians handbook* and/or District Board Policy/Administrative Regulation 5144.1.

Suspension from Class.

A teacher may suspend a student from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other act specified in Grounds for Suspension and Expulsion. A teacher also may refer a student to the principal or designee for consideration of suspension from school.

Smoking or Use of Tobacco, Nicotine Products or Vaping Devices. No school shall permit smoking or the use of tobacco, or any product containing tobacco or nicotine products, by students of the school while the students are on campus, or while attending school-sponsored activities or while under the supervision and control of school District employees. Note: This includes electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

The State and District believe that the use of tobacco and related substances are injurious to a student's health. Medical findings of the U.S. Surgeon General provide that, "*Cigarette smoking is the chief preventable cause of death in our society today.*" As a result, the Board has banned the possession or use of tobacco and related

substances from District high schools. Students who possess or use tobacco or related substances can expect the following consequences:

First Offense:

Confiscation of tobacco or other substance: Parents/guardians are notified. The student is assigned to Saturday School.

Second Offense:

Confiscation of tobacco or other substance: The student receives in-house suspension. A parent/guardian/student conference is held.

NOTE: For the first two offences related to tobacco or vape use, students may choose to participate in a T.U.P.E cessation program through the Wellness Center as an alternative to the above listed discipline.

Third Offense:

Confiscation of tobacco: 2-day suspension and parents/guardians are notified.

Fourth Offense:

Confiscation of tobacco: 5-Day suspension and student and parents/guardians are informed that another offense means involuntary transfer.

Fifth Offense:

For confiscation of tobacco: involuntary transfer to Alternative Education.

Stop Smoking Resources:

California's Smokers Helpline
1-800-NO-BUTTS English
(1-800-662-8887)
1-800-456-6386 Spanish

StopIt! Phone App. Students can help keep their campus safe by using the StopIt! App. What is StopIt!? StopIt! is an anonymous reporting/incident management app available at all school sites. Students can download the StopIt! App to their smart phones. The app is free to students and is monitored by the school administration. StopIt! allows anonymous dialogue to support claims of potential unsafe situations including, but not limited to, bullying, hazing, cyberbullying, violence and inappropriate behavior. Students can send a text message, video or screenshot

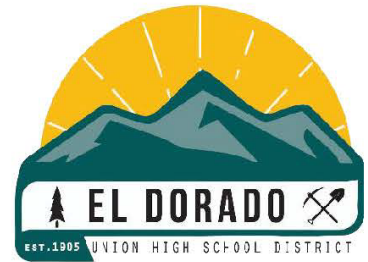
anonymously to school administration. Students can use StopIt! anonymously if they need to talk to an adult but do not feel comfortable doing so in person. Dialogue between students and administration remains 100% anonymous.

Health and Safety

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

- Health Office/Nurse/Health Technicians
 - Medication at School
 - Child Find Program
 - Safety
 - District/School Emergency Response Plans
 - Bus Ridership
 - Inclement Weather Notifications
 - Alternative Schedules
 - Health Care for All Families.
- Information about student insurance policies are available from the individual high schools. For more information visit [All in for Health](#).

Crisis Resources



24/7 Emergency Hotline and Crisis Intervention

- Crisis Text Line - Text **HOME** to **741741**
- Youth National Suicide Prevention Lifeline:
800.273.8255
- El Dorado County CRISIS HOTLINE West Slope:
530.622.3345
- RAINN National Sexual Assault Hotline:
800.656.HOPE
- The Trevor Project: Lifeline for LGBTQ+:
866.488.7386 or Text **START** to **678678**

Non-Emergency Resources

On-Site Support:

- Counseling Office
- Wellness Center (Schedule Varies)
- Assistant Principal's Office
- Any Staff Member
- STOPit App: www.appweb.stopitsolutions.com/login

Community Support:

- California Warm Line: 855.845.7415
- Primary Care Physician
- El Dorado County Behavioral Health: 530.621.6130
- El Dorado County Public Health Community Hub: 800.844.4491
- Youth National Suicide Prevention Lifeline:
www.suicidepreventionlifeline.org
- Crisis Text Line:
www.crisistextline.org
- NAMI (National Alliance on Mental Illness):
www.namieldoradocounty.org/crisis-info

WE EDUCATE | EDUHSD ensures students and families receive the support and information they need.

WE SUPPORT | EDUHSD staff respond personally and provide assistance in navigation of Health Services.

WE ADVOCATE | EDUHSD provides leaders with the tools, resources, and skills necessary to assist individuals with mental health concerns.

El Dorado Union High School District Health Services

www.eduhsd.k12.ca.us/Student-Success/Health-Services

SCFS and EDUHSD Wellness

<https://www.scfswellnesscenters.org/>

MAKE AN APPOINTMENT | To make an appointment with the Wellness Center please call 530.280.2009.



El Dorado High School

561 Canal Street
Placerville, CA 95667

(530) 622-3634

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

Principal: Elizabeth Sisson
Asst. Principals: Justin Gatling
Tara Grudin
Dean of Discipline: Martha Paso
Dir. of Guidance: Lori Martinson
Counselors: Jenisse Bovo
Kari Fregoso

EDHS BELL SCHEDULE**MONDAY - COLLABORATION**

Class	Starts	Ends
Period 2	8:30	9:20
Passing	9:20	9:26
Period 3	9:26	10:15
Passing	10:15	10:21
Period 4	10:21	11:10
Passing	11:10	11:16
Period 5	11:16	12:05
Lunch	12:05	12:35
Passing	12:35	12:41
Period 6	12:41	1:30
Passing	1:30	1:36
Period 7	1:36	2:25

Faculty Collaboration
2:25 to 3:30

TUESDAY/THURSDAY

Class	Starts	Ends
Period 1	8:30	9:30
Passing	9:30	9:36
Period 2	9:36	11:18
Break	11:18	11:28
Passing	11:28	11:34
Period 4	11:34	1:14
Lunch	1:14	1:44
Passing	1:44	1:50
Period 6	1:50	3:30

WEDNESDAY/FRIDAY

Class	Starts	Ends
Period 1	8:30	9:30
Passing	9:30	9:36
Period 3	9:36	11:18
Break	11:18	11:28
Passing	11:28	11:34
Period 5	11:34	1:14
Lunch	1:14	1:44
Passing	1:44	1:50
Period 7	1:50	3:30

Oak Ridge High School

1120 Harvard Way
El Dorado Hills, CA 95762

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

Attendance: Select Option 2
Administration Fax: (916) 933-6987
Counseling Fax: (916) 933-7631
Website: <http://orhs.eduhsd.k12.ca.us/>

Principal: Aaron Palm
Asst. Principals: Carrie Foster
Robert Slinger
Alison Lishman
Patrick Sanders
Dean of Discipline: Amber Carrion
Dir. of Guidance: Jon Pratt
Counselors: Darsy Arburn
Lee Ann Galbraith Jill Howard
Kim Cerutti Hannah Blackburn

ORHS Bell Schedule**MONDAY/COLLABORATION****Faculty Collaboration**

7:45 to 8:45

Period	Starts	Ends
Period 1	8:50	9:41
Passing	9:41	9:46
Period 2	9:46	10:37
Break	10:37	10:46
Passing	10:46	10:51
Period 3	10:51	11:42
Passing	11:42	11:47
Period 4	11:47	12:38
Lunch	12:38	1:08
Passing	1:08	1:13
Period 5	1:13	2:04
Passing	2:04	2:09
Period 6	2:09	3:00

TUESDAY/THURSDAY

Period	Starts	Ends
Period 1	8:30	10:01
Passing	10:01	10:06
Flex	10:06	10:36
Break	10:36	10:46
Passing	10:46	10:51
Period 3	10:51	12:22
Lunch	12:22	12:52
Passing	12:52	12:57
Period 5	12:57	2:28
Passing	2:28	2:33
Period 7	2:33	3:30

WEDNESDAY/FRIDAY

Period	Starts	Ends
Period 2	8:30	10:01
Passing	10:01	10:06
Flex	10:06	10:36
Break	10:36	10:46
Passing	10:46	10:51
Period 4	10:51	12:22
Lunch	12:22	12:52
Passing	12:52	12:57
Period 6	12:57	2:28
Passing	2:28	2:33
Period 7	2:33	3:30

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: Jeremy Hunt
Asst. Principals: Amanda Petersen Phil Leonhardt
Darrin Slojkowski
Dean of Discipline: Sarah Shintaku
Dir. of Guidance: Jim Spratling
Counselors: Keri Hanson Katie Hunter
Lisa Woods Mandy Fiedler

PHS BELL SCHEDULE MONDAY - COLLABORATION

Class	Starts	Ends
Period 1	8:30	9:10
Passing	9:10	9:16
Period 2	9:16	9:58
Passing	9:58	10:04
Period 3	10:04	10:44
Passing	10:44	10:50
Period 4	10:50	11:30
Passing	11:30	11:36
Period 5	11:36	12:16
Lunch	12:16	12:46
Passing	12:46	12:52
Period 6	12:52	1:32
Passing	1:32	1:38
Period 7	1:38	2:18

Faculty Collaboration
2:30 to 3:45

TUESDAY/THURSDAY – FLEX TIME

Class	Class	Class
Period 1	8:30	10:01
Break	10:01	10:08
Passing	10:08	10:14
Period 3	10:14	11:47
Passing	11:47	11:53
Flex	11:53	12:27
Lunch	12:27	12:57
Passing	12:57	1:03
Period 5	1:03	2:34
Passing	2:34	2:40
Period 7	2:40	3:30

WEDNESDAY/FRIDAY – FLEX TIME

Class	Class	Class
Period 2	8:30	10:01
Break	10:01	10:08
Passing	10:08	10:14
Period 4	10:14	11:47
Passing	11:47	11:53
Flex	11:53	12:27
Lunch	12:27	12:57
Passing	12:57	1:03
Period 6	1:03	2:34
Passing	2:34	2:40
Period 7	2:40	3:30

Union Mine High School

6530 Koki Lane
El Dorado, CA 95623

(530) 621-4003

Attendance: Select Option 1
Administration Fax: (530) 622-6034
Counseling Fax: (530) 621-0995
Website: <http://umhs.eduhsd.net>

Principal: Paul Neville
Asst. Principals: Rich Modesti
Lindsey Kovach
Dean of Discipline: Logan Taxdal
Dir. of Guidance: Nissa Martin
Counselors: Clara Hawkins
Mike Ziegler

UMHS BELL SCHEDULE MONDAY - COLLABORATION

Period	Starts	Ends
Block 1	9:30	10:45
Break	10:45	10:55
Passing	10:55	11:00
Block 2	11:00	12:20
Passing	12:20	12:25
Block 3	12:25	1:40
Lunch	1:40	2:10
Block 4	2:15	3:30

Faculty Collaboration
8:00 to 9:30

TUESDAY - FRIDAY

Period	Starts	Ends
Block 1	8:30	9:50
Break	9:50	10:00
Passing	10:00	10:05
Block 2	10:05	11:30
Passing	11:30	11:35
Priority	11:35	12:10
Passing	12:10	12:15
Block 3	12:15	1:35
Lunch	1:35	2:05
Passing	2:05	2:10
Block 4	2:10	3:30

Pacific Crest Academy

6540 Koki Lane
El Dorado, CA 95623

(530) 622-6212

Attendance: ext. 7001

Administration/

Counseling Fax: (530) 622-1071

Website: <https://pacificcrest.eduhsd.k12.ca.us/>

Administrator: Leslie Redkey,
Director of Educational Options
and Innovations

Counselor: Blake Walker

EDUHSd Pacific Crest Academy is a **blended learning model** provided through a customized learning portal. The Pacific Crest 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 Pacific Crest 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, world 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 [Pacific Crest Academy website](#) or call if you are interested in enrollment.

Features of the EDUHSd Pacific Crest 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.

Pacific Crest Academy Bell Schedule

MONDAY/COLLABORATION

Period	Starts	Ends
Period 1	8:30	9:30
Break	9:30	9:40
Period 2	9:40	10:40
Period 3	10:40	11:40
Period 4	11:40	12:40

Faculty Collaboration

1:15 to 2:30

TUESDAY - FRIDAY

Period	Starts	Ends
Period 1	8:35	10:05
Period 2	10:05	11:35
Lunch	11:35	12:05
Period 3	12:05	1:35
Period 4	1:35	3:05

Independence High 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://ihs.eduhsd.k12.ca.us/>

Site Administrator: Jennifer Myers

Counselor: Blake Walker

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.

IHS BELL SCHEDULE

MONDAYS

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

TUESDAY - FRIDAY

Class	Starts	Ends
Period 1	8:30	9:24
Break	9:24	9:34
Passing	9:34	9:39
Period 2	9:39	10:33
Passing	10:33	10:38
Period 3	10:38	11:32
Lunch	11:32	12:02
Passing	12:02	12:07
Period 4	12:07	1:01
Passing	1:01	1:06
Period 5	1:06	2:00
Passing	2:00	2:05
Period 6	2:05	2:59

GED Program

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

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

Adult Education Diploma Program

Contact the El Dorado County Office of Education 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 [EDUHSD website](http://www.eduhsd.net). For registration information, call:

(530) 622-5081, ext. 7239