

2011-12

Handbook

Student



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

EL DORADO UNION HIGH SCHOOL DISTRICT, PLACERVILLE, CA 95667

Revised 8/22/11

August 2011

Dear Parent and Student:

The District has organized this on-line *Student Handbook* to help answer questions and enable you to be more informed about academic requirements, student services, student activities, individual school schedules, and much more. A booklet, *Annual Notification to Parents/Guardians*, providing important information about federal and state laws relating to rights of parents/guardians and students, is mailed prior to the beginning of school each year. Parents/guardians are asked to complete the *Parents Rights Acknowledgment* form on the back page of the notice and return it to your son's or daughter's school.

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

Although there is a good deal of information in this handbook, I urge you to take a few minutes to carefully 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 your school district.

Best wishes for a successful 2011–12 school year!

Sincerely,



Christopher R. Hoffman
Superintendent

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Note—This document can be printed for parents, by request, at any school site.

General Information

The El Dorado Union High School District is located on the western slope of the Sierra Nevada mountains in El Dorado County. Since the early 1900s, the enrollment has grown from 100 students to more than 6,900 today.

Board of Trustees

Timothy M. Cary
Lori M. Veerkamp
Mary T. Muse
Kevin W. Brown
Todd R. White

Board Meetings

6:00 p.m. on the 2nd and 4th Tuesdays of the month in the District Office Boardroom, unless otherwise indicated. Refer to the District Board Meetings web page for scheduled meeting dates and the Bulletin Board on the Home page for any time or date changes, or call the Superintendent's Office at extension 7236 or 7225.

District Address

EL DORADO UNION HIGH SCHOOL DISTRICT

4675 Missouri Flat Road
Placerville, CA 95667

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

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

Website: www.eduhsd.net

District Administration

SUPERINTENDENT
Christopher R. Hoffman

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

**STUDENT SERVICES, ALTERNATIVE
EDUCATION, & SPECIAL EDUCATION**
Steve Volmer, Asst. Superintendent,
Student Services
Karen Schrick, Director,
Special Education & 504
Don Buchheit, Director,
Alternative Education

HUMAN RESOURCES
Stevie Clark, Asst. Superintendent
Jenisse Bovo, Director, Personnel

BUSINESS SERVICES
Baldev Johal, Assoc. Superintendent
Dan Augino, Director, Maintenance
Dennis Vanderpool, Director,
Transportation

FACILITIES
Vacant, Director

Parent Notification

Annual Notifications to Parents/Guardians

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

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

School Accountability Report Card

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

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

www.eduhsd.net
www.edcoe.org

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

Nondiscrimination Policies

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

2011–12 Student Calendar

JUL '11

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

JAN '12

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			

AUG '11

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		

FEB '12

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		

SEP '11

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

MAR '12

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

OCT '11

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				

APR '12

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				

NOV '11

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		

MAY '12

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

DEC '11

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

JUN '12

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

AUG	8	FIRST DAY OF CLASSES
	29	Collaboration Day – Early Release
SEP	5	Labor Day
	26	Collaboration Day – Early Release
OCT	7	END 1ST QUARTER (Minimum Day – Site Optional)
	24	Collaboration Day – Early Release
NOV	11	Veteran's Day
	14	Collaboration Day – Early Release
	21–23	Vacation Days (Students, Teachers, 9-Mo. Staff)
	24–25	Thanksgiving Recess
DEC	16	END 1ST SEMESTER
	19	Winter Recess Begins
JAN	1	Sunday, New Year's Day 2012
	3	Intersession Begins
	6	Winter Recess/Intersession Ends
	9	Collaboration Day – Early Release
	16	Martin Luther King, Jr., Day
FEB	6	Collaboration Day – Early Release
	13	Lincoln's Day
	20	Washington's Day
MAR	5	Collaboration Day – Early Release
	9	UMHS End of Semester 1
	16	END 3RD QUARTER
APR	2–6	Spring Break, Easter 4/8
	16	Collaboration Day – Early Release
	18	Test Window +/- 10 days (3/28-5/2)
MAY	24	Graduation ALT ED
	25	LAST DAY OF CLASSES
	25	Graduation ORHS, PHS
	26	Graduation EDHS, SHS (a.m.); UMHS (p.m.)
	28	Memorial Day
	5/29, 5/30	Snow Day allowance (Master Contract Article XXVIII 3c)

2011–12 School Calendar – Shenandoah High School

JUL '11

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

JAN '12

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			

AUG '11

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		

FEB '12

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		

SEP '11

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

MAR '12

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

OCT '11

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				

APR '12

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				

NOV '11

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		

MAY '12

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

DEC '11

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

JUN '12

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

AUG	8	FIRST DAY OF CLASSES
	17,24	Collaboration Days – Early Release
	29	Collaboration Day – Early Release
SEP	5	Labor Day
	7,14,21	Collaboration Days – Early Release
	26	Collaboration Day – Early Release
OCT	5,12,19	Collaboration Days – Early Release
	21	Exhibition Faire
	24	Collaboration Day – Early Release
NOV	2,9	Collaboration Days – Early Release
	11	Veteran's Day
	14,30	Collaboration Days – Early Release
	21–23	Vacation Days (Students, Teachers, 9-Mo. Staff)
	24–25	Thanksgiving Recess
DEC	5-16	Exhibitions
	7,15,16	Collaboration Days – Early Release
	16	END 1ST SEMESTER – 12 p.m. Release
	19	Winter Recess Begins
JAN	1	Sunday, New Year's Day 2012
	3	Intersession Begins
	6	Winter Recess/Intersession End
	9	Collaboration Day – Early Release
	16	Martin Luther King Jr., Day
	18,25	Collaboration Days – Early Release
FEB	1,6	Collaboration Days – Early Release
	13	Lincoln's Day
	15	Collaboration Day – Early Release
	20	Washington's Day
	22,29	Collaboration Days – Early Release
MAR	5,14	Collaboration Days – Early Release
	16	Exhibition Faire
	21,28	Collaboration Days – Early Release
APR	2-6	Spring Break, Easter 4/8
	11	Collaboration Day – Early Release
	16,25	Collaboration Days – Early Release
MAY	2	Collaboration Day – Early Release
	7-18	Exhibitions
	9,16	Collaboration Days – Early Release
	24	Collaboration Day – Early Release
	25	LAST DAY OF CLASSES – 12 p.m. Release
	26	Graduation SHS (a.m.)
	28	Memorial Day
	5/29, 30	Snow Day allowance (Master Contract Article XXVIII 3c)

Graduation Requirements

GRADUATION COURSE REQUIREMENTS		
SUBJECT	YRS	UNITS
English	4	40
Social Studies		
World History	1	10
U.S. History / Geography	1	10
American Government	0.5	5
Economics	0.5	5
Math	3	30*
*Minimum of Algebra I (10 units).		
Physical Science	1	10
Life Science	1	10
Health Education	0.5	5
ICT Foundations (UMHS)		5 (10)
Fine Arts / Foreign Language	1	10
Physical Education: Life Fitness I & II	2	20
Core Units		
Required Subjects		160
Elective Units (UMHS)		80 (75)

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

Reading Class. This is a required course for all 9th grade students who score below basic or far below basic on their California Standards Test in English/Language Arts. This course will be in lieu of a 9th grade elective.

Graduation Requirements. Students must meet the CAHSEE requirement as well as the school district requirement of 240 credits to receive their diploma. Students with a disability who have an IEP or Section 504 Plan that states they have satisfied or will satisfy all other state and local requirements to receive a high

school diploma are exempt from meeting the CAHSEE requirement for the 2010–11 and 2011–12 school years. English Learners must also meet the CAHSEE requirement.

Students who do not pass the exam in the 10th grade will have several opportunities in grades 11 and 12 to retake the part(s) not passed. Students will receive additional instruction, if needed, to ensure success on the exam.

Additional information on the CAHSEE can be found on the California Department of Education website at:

<http://www.cde.ca.gov/ta/tg/hs/>

Computer Literacy Requirement. Students have a graduation requirement in computer literacy and software applications. Students may meet this requirement by either com-

pleting the ICT 1 Foundations course or by passing a Challenge Exam. (Check the district website to see whether it will be offered.) Students who take this Exam must pass all eight sections.

Scheduling Classes

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

Choosing Classes. Class schedules should be carefully chosen to ensure that students meet graduation requirements and have taken the prerequisites for college or vocational training. Counselors are available to assist students in making appropriate course choices.

In the spring, students receive information from counselors about courses being offered for the following year. (There is more frequent scheduling in Alternative Programs.) Students have several days to discuss course offering information with their parents, 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 initiate those classes that require teacher authorization. Forms are turned in to the Counseling Office where these requests are used to set up the master schedule of classes for the next school year.

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

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

Early Withdrawal. Students may drop courses without an "F" grade penalty through the 4th week of the semester. At Union Mine High School,

block courses may be dropped without penalty through the 2nd week of the semester. Any course dropped after that time will only be dropped with a failing grade.

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

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

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

Grades

Letter Grades. Students receive letter grades of A, B, C, D, or F. Grades of pass or fail may be given at the Independent Learning Center or under special circumstances.

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

Honor Roll. The Honor Roll at El Dorado and Oak Ridge high schools include all students earning a 3.0 or above GPA. Students earning a 3.5 GPA or above are so recognized at Ponderosa and Union Mine high schools.

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

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

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

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

Alternative School Credits. Students in alternative education settings are awarded credit based on attendance and productivity in class.

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:

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

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

Weighted Grades. Students who are enrolled in either Advanced Placement, Accelerated College Entrance (ACE) courses, or pre-approved college courses meeting stringent criteria will earn additional grade points. The following grade points are given for approved classes:

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

Report Cards and Schedule

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

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

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

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

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

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

Report Schedule (except Union Mine High School):

9/16	1st mid-quarter progress report sent home
10/14	1st quarter report card sent home
11/10	2nd mid-quarter progress report sent home
1/13	Semester 1 report card sent home
2/17	3rd mid-quarter progress reports sent home
3/23	3rd quarter report card sent home
4/27	4th mid-quarter progress report sent home
6/1	Semester 2 report card sent home

Report Schedule – Union Mine High School:

1st TERM	
9/16	1st quarter progress report sent home
10/14	1st semester report card sent home
11/10	2nd quarter progress report sent home
1/13	2nd semester report card sent home
2nd TERM	
2/17	1st quarter progress report sent home
3/16	1st semester report card sent home
4/27	2nd quarter progress report sent home
6/1	2nd semester report card sent home

Test Information and Testing Calendar

California High School Exit Exam (CAHSEE)
State law mandates passing the CAHSEE as a graduation requirement. All students must first take the CAHSEE in the 10th grade. Students with disabilities who may need accommodations/modifications and English learners must also meet the CAHSEE requirement.

What the CAHSEE Covers. The exam is divided into two parts: English/Language Arts (reading and writing), and mathematics. All questions are aligned to academic content standards adopted by the State Board of Education.

Requirements for Passing the CAHSEE. Students must earn a score of 350 or higher on each part of the CAHSEE to pass the exam.

Achievement Tests

Standardized Testing and Reporting Program (STAR). STAR is a state-mandated testing program given to students in grades 9–11. The STAR assessments are comprised of the California Standards Tests in English, Algebra, Geometry, Algebra II, High School Summative Math, World History, U.S. History, Earth Science, Biology, Chemistry, and Physics; and the California High School Exit Exam (CAHSEE) in English/Language Arts and Math. While the California Standards Tests are end-of-course exams that assess the high school curriculum that is intended to be taught in California high schools, the Exit Exam will be required for graduation in California. The tests are given in the spring; results will be mailed home to parents during the summer.

Academic Performance Index (API). The API is part of the Public Schools Accountability Act of 1999 and is intended to give parents a picture of a school's status and growth based on the STAR. The API is a numeric score between 200 and 1,000, which reflects a school's performance on the spring administration of the exams that comprise the Standardized Testing and Reporting (STAR) program. Results from the California Standards Tests and the CAHSEE are included in the API calculation.

Each year the API cycle includes two reports. A base report appears after the first of the year and a growth report appears after school starts in the fall. This pair of reports is based on the APIs which are calculated the same way with the same indicators but using test results from two different years. For example, the 2010 API report includes each high school's Base API, the school's statewide ranking, the ranking compared to similar schools, the 2010–11 growth target, and the API target for 2011.

High School Diploma Equivalency Tests

General Education Development (GED). This test is given to adults 18 years of age or older who wish to obtain a high school equivalency certificate. Concurrently enrolled 18-year-old high school students can also take the test. Prior to the test, a no-cost pre-test is given to identify strengths and weaknesses. Remediation materials are available for weak areas. Cost: \$120 (no fee for remediation test). Contact Jane McKenzie at:

(530) 622-7090, ext. 7125

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

Passing the CHSPE does not exempt students from attending school, unless the student receives permission to leave early. Cost: \$92 (subject to change). Contact your school counselor.

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

Testing Calendar

[www.eduhsd.net/
Testing_Schedule.htm](http://www.eduhsd.net/Testing_Schedule.htm)

Check the above website link for periodic updates to the testing calendar.

Homework Make-up Conditions

Absence

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

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

Suspension

The teacher of any class from which a student is suspended is required to provide the suspended student with assignments and homework that will

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

Truancy

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

Homework Guidelines

The daily amount of time required for homework will vary depending on the maturity, abilities, and individual needs of the student as well as the requirements of the course/subject. On the average, each college preparatory class will have at least 2–3 hours of homework per week.

Homework Purposes

- Encourage and develop the student's initiative and responsibility for his/her 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.
- Begin assignments promptly and turn them in on time.
- Take the initiative in making up work missed for any reason.
- Meet the homework standards and strive to produce his/her best work.
- Develop good study habits.
- Develop a sense of responsibility.
- Assume responsibility for returning all books and/or materials which have been assigned.

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.
- Teach good study habits.

Parent / Guardian Responsibilities

- Teach good study habits.
- Encourage the student to complete assignments.
- Assist teachers in developing the student's initiative and responsibility.
- Insist upon the proper use and care of books and materials.
- Show interest in the student's work.
- Encourage the student and offer counsel, but insist that the student do his/her 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 or guardians.
- Inform parents or guardians and teachers of the values of homework.
- Monitor implementation of homework among the staff and departments.

Counseling & Career Planning Services

Counseling Department

Parents 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 advan-

tage 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 are encouraged to contact the Counseling Office if they have any questions or concerns about their daughter's or son's academic progress, postsecondary planning, and/or participation in activities.

The Career Center

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

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

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

Groups are invited to the Career Center for presentations, such as college or career speakers. These activities are announced in the principal's newsletter, the daily school bulletin, bulletin boards, counseling newsletter, and special newsletters, such as the senior newsletter. Individuals may use the Career Center resources to obtain information on career options, college or trade school decisions, and high school education planning.

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

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

Career Assessments

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

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

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

Inter and Intra District Transfers

Intradistrict Transfers

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

Comprehensive High School Intradistrict Transfers. Specific criteria are provided in Board Policy and Administrative Regulation 5116.2 that can be read in its entirety on the District website (link to policies). Intradistrict transfers will be reviewed in January for the following year. One application will be considered during each application period; multiple applications will not be considered.

Alternative Education Intradistrict Transfers. This application is generated by the parent/guardian or school of residence when it is felt that the student could be better served by an alternative school (e.g., behind in credits, etc.). Further information is available from your school's Counseling Office.

Interdistrict Transfers

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

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

Open Enrollment

Intra-District Open Enrollment. Pursuant to Education Code 35160.5, 48980(h,i), the Board of Trustees annually reviews Intradistrict Open Enrollment Board Policy and Administrative Regulation 5116.1, which describes the process whereby schools within the district are evaluated to determine if open enrollment is appropriate.

For the 2011–12 school year, each comprehensive high school will exceed one or more of the capacity standards. **Therefore, there will be no intradistrict open enrollment process for the El Dorado Union High School District.**

General Services

Cafeteria

The cafeteria serves breakfasts and hot lunches. Persons in financial need may qualify for breakfasts and lunches at a free or reduced price. Applications are available in the Main Office.

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 1,500 to 1,900 students at each comprehensive school, there are not sufficient staff to provide this service.

Emergency Messages to Students

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

The school is short-staffed and often does not have the means to deliver messages. Note—To avoid interrupting classes in session, please do your best to take care of all communication with your student before he/she leaves for school.

Insurance

Information about student insurance policies is available from the schools.

Library

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

Lost and Found

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

Parking

A parking lot is provided at each school for student parking. Students may park there or on the streets near the school. Bicycles and mopeds must park in designated parking areas only. Parking permits are required at some campuses. Students

may not sit in or congregate around vehicles during the school day or during lunch time. **Remember, school parking lots, on-street parking, and other areas near the high school are considered to be on school grounds.** It is imperative that vehicles are driven cautiously in the high school area.

School Pictures

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

Student Body Cards/Stickers

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

Student Guest Passes

First check with your school in advance to see if student guests are allowed. If they are allowed, contact your assistant principal at least 24 hours in advance to arrange for a pass. Check with the respective schools for age requirements, dress, and other special requirements.

Work Permits

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

Transportation Services

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

1. By linking to the District website at:
www.eduhsd.net
2. By referring to the Bus Routes posted at the school sites.
3. By calling the Transportation Department at:
(530) 622-6306, ext. 7242 or 7247
4. By referring to the *Annual Notifications to Parents/Guardians* publication.
(Also refer to the *Annual Notification to Parents/Guardians* publication for bus ridership rules and Inclement Weather Notification.)

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

Services Through the District

Student Success Team

The Student Success Team (SST) may be composed of teachers, counselors, an administrator, psychologist, and school nurse who meet to discuss academic, health, and social issues of concern to our students. Members of the SST include the parents. 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 to find support services. For more information, contact your school counselor.

Tutoring

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

Psychological Services

These are available to special education students and parents at each individual school site, primarily for assessing special education students. Students and parents can request an appointment to see a psychologist by calling your student's school or the district office at:

(530) 622-5081, ext. 7253

Substance Abuse Counseling

A referral list is available through the Counseling Office.

Cal-SAFE Program (California School Age Families Education)

Cal-SAFE is a comprehensive, community-linked school program for expectant and parenting students and their children.

Eligible students may enroll according to the following criteria:

- The program is available to any expectant and parenting student, male or female, age 18 and younger who attends an El Dorado County public school.
- The student must be enrolled in a **full day** El Dorado County school to qualify for ancillary support and child care services during school hours.
- If a student reaches age 19 and has been enrolled in the Cal-SAFE Program before reaching his/her 19th birthday, the student may continue enrollment for 1 additional semester.

- Enrollment qualifies student's children for free child care services until the age of 5 years or entry into kindergarten, whichever comes first.

- The program is available to eligible students with an active Special Services IEP (Individualized Education Plan) for as long as the IEP is active.

For additional information, contact the Cal-SAFE program coordinator listed below:

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

Special Education

The El Dorado Union High School District participates as a member district in the El Dorado County special education local plan area (SELPA) and provides a full continuum of special education classes and services to eligible students. The district provides all special education programs in the least restrictive environment. The district also complies with the guidelines of Section 504 of the Rehabilitation Act of 1973. For more information, please contact the Director of Special Education at:

(530) 622-5081, ext. 7253

Homeless Program

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

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

Services Through the Community

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

Alcoholics Anonymous
(530) 622-3500

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

Al-ATeen
(916) 334-2970

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

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

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

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

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

Sheriff's Department
(530) 621-5655
Emergency Calls
(530) 626-4911 **or** 911

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

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

Emotional Distress
County Mental Health
(530) 621-6290

Family Dysfunction
New Morning
(530) 622-5551

Family Planning
County Health Department
(530) 621-6100

Health / Salud (Examenes
de Salud Gratuitos)
(530) 621-6110

Narcotics Anonymous
1 (800) 240-4956

Network of Care
County Mental Health
(530) 621-6200
<http://eldorado.networkofcare.org/mh/home/index.cfm>

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

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

Tobacco Use Protection
(530) 621-6130

See referral list available
through the Counseling
Office.

Clubs and Organizations

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

Check with the Activity Director at your school for more

information on specific clubs and organizations available.

Academic Decathlon
Students prepare for a competitive academic contest.

Adventure Club

Ambassadors

Art Club/Arts and Crafts
This club is open to students enrolled in art or crafts classes. Members participate in individual and assigned projects. There are field trips, annual Christmas Craft Faires, and the Renaissance Fair.

Associated Student Body / Student Government

Athletic Boosters
This club consists of parent s and interested adults who wish to support the athletic programs.

AVID (Advancement Via Individual Determination)
In this course, students learn strategies to enhance success in college-prep coursework through working individually and through tutor-led collaborative groups.

Band

Blue Latte

Book Club

Bruin Blooms

Campus Light

Careers with Kids

CSMO
Cheerleaders, Song Leaders, and Mascots organization.

Chess Team
Open to students who like to play chess.

Choir / Choral

Cougar Crew

Culture Club

Current Affairs

CSF (California Scholarship Federation)
Membership is determined by grades. Points are earned for “A” grades in academic classes. Complete information is printed on the application blank which must be submitted each semester. CSF members attend the CSF convention and participate in two other activities each year. Membership is not automatic. You must apply each semester.

Dance

Diamondback DJs

Drama Club
Members attend plays and other events related to theater. The club sponsors yearly school productions and raises money to support the continuing drama program. You need not be in a drama class to participate.

Drill and Flag Team / Flag Team
This team attends all marching band events. They practice 1-1/2 hours every day before a competition or football game. Everyone on the team must sign up for advanced band first semester.

Electronics

Faith Out Loud

Foreign Language Clubs
These clubs sponsor activities related to the foreign language classes, such as films, slide shows, guest speakers, meals featuring foreign dishes, etc. All students who are or have been in foreign language classes are eligible.

- Anime Club. (Japanese Animation Club)
- French Club.
- Spanish Club.

Future Farmers of America (FFA)

Friend of Animal Outreach

Friends of Oak Ridge (FOR)
This parent volunteer group invites all parents interested in

supporting Oak Ridge High School to participate.

Frontline Fellowship.

GATE
Gifted and Talented Education.

Gay/Straight Alliance
This is a discussion and support group for all students. GSA provides a forum for any issues students wish to introduce, from bigotry to intolerance to world news.

Go-Kart Club

Health Academy

Industrial Arts Club

Interact

I Support American Women (ISAW)

Junior State
Politics and debate club.

Key Club
This is a coed service club co-sponsored by local Kiwanis clubs that focus on developing leadership skills and community service projects.

Knitting Club

Leo Club
This is a coed service club co-sponsored by local Lions Clubs that focus on developing leadership skills and community service projects.

Link Crew / Link Leader
This club is for students who are trained to help freshmen and new students make a successful transition to high school.

Manos a la Obra Club

Multi-Cultural Club

Music Boosters
This club consists of parent s and interested adults who wish to support the Music Department.

Music Club
This club is for students interested in Music.

MyStrength Club
This club, with support from the El Dorado Women's Center, provides awareness and education relating to crimes against women.

Newspaper

NHS
National Honor Society.

Paintball

Peer Counseling

Photography Club

Renaissance Club
Student academic success and growth from report card to report card automatically qualifies a student for Renaissance.

Robotics

Roller Hockey

Save the Environment

School Site Council
This organization includes elected student representatives, elected parent volunteers, and staff who serve as an advisory group for the school. The council meets monthly throughout the year and assists in planning and evaluating school programs.

SIP

Soldiers for Christ

Speech and Debate / Forensic Society
This is a speech club for those who are interested in competing in public speaking. Students compete in such contests as Voice of Democracy, Lions Club, Native Sons, and United Nations Pilgrimage for Youth. Students may also enter tournament competition in debate, extemporaneous speaking, and oral interpretation.

Student Council
This organization consists of elected and appointed members of the Associated Student Body. Student Council exists for the purpose of giving students the opportunity to experience belonging to and functioning as a part of an elected governmental agency as well as training students in leadership qualities. Decisions are made by Student Council members that can and often do, affect the total school operation.

Tech Team

Video Production

Vocational Industrial Clubs of America (VICA)
Leadership skills training in vocational areas.

Yearbook

Youth and Government

Youth Peace Coalition

Sports

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

Sports Eligibility

Schools in the district have strong sports programs. In order to participate in the sports programs, students must earn at least a grade average of "C" (2.0 GPA) and be maintaining satisfactory progress toward graduation. "I" grades are not calculated as passing. Grades shall be averaged without regard to plus or minus signs. Weighted grades will not be used. Each high school has an appeal committee. A written appeal must be presented within 2 school days after an athlete has been notified of ineligibility. The committee will respond with a written decision within 1 week.

All 9th grade students are eligible the first quarter.

Life Fitness II Options

Exceptions for student athletes to the Life Fitness II curriculum may be based on predetermined 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 and the community provide with their \$95.00 per sport donation and individual team fund-raising opportunities. No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization. (EDUHSO AR 1321)

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

Scrip – General Information

The El Dorado Union High School District offers a Scrip Program to help defray some of the expenses of your high school students. Parents, family, and friends can earn scrip credits from merchants they normally shop with to benefit students or specific programs at the four comprehensive high schools in the District. Scrip credits can be used as a donation to help pay for expenses incurred with participation in sports, music programs, cheerleading, academics, etc.

For Scrip information and forms, refer to the district website:

www.eduhsd.net

From the Home Page, link to Parent/Student Information and then to Scrip Program.

Account Set-up Form. Every person who would like their scrip purchases tracked by

participating merchants must complete the Account Set-up form and return it to the El Dorado Union High School District Office, 4675 Missouri Flat Rd, Placerville, CA 95667 (Attention: Kelly Parker). The information on this form is used to post the earned scrip credits to the student and/or program of your choice.

If this form is not on file at the District Office, the scrip credits are posted to the general athletic work program and will be used at the discretion of the school Athletic Director.

Raley's / BelAir / Nob Hill Foods Quality of Life Card. The Quality of Life Card replaces the paper scrip program. These cards are available at the District Office and can be picked up Monday through Friday between 8:00 a.m. and 4:30 p.m., or can be mailed to anyone wishing one. These stores will track a card holder's purchases, by card number, and donate a percentage which is posted to individual scrip accounts on a quarterly basis, based on the information provided on the Account Set-up form. Raley's/ BelAir/Nob Hill Foods absorbs all administrative costs associated with the Quality of Life Paperless Scrip Card Program.

Note: If a Quality of Life Card has been received from an organization outside of the El Dorado Union High School District, the card number must be reported to Kelly Parker in order to post the scrip credits appropriately.

eScrip. People who do most of their grocery shopping at Safeway may wish to enroll in eScrip where purchases are tracked by using Safeway Club Cards and a percentage is donated in scrip credits. Safeway Club Cards must be renewed each year between September 1st and October 31st in order to continue having purchases tracked for the benefit of earning scrip

credits. In addition, eScrip will track purchases at other participating merchants when credit cards are used. These credits are posted on a monthly basis according to the information provided on the Account Set-up form. eScrip does charge a monthly 15% administration fee.

eScrip Group ID #s	
El Dorado HS	137116379
Oak Ridge HS	137118937
Ponderosa HS	137116206
Union Mine HS	137116253

Food4Less/Nugget Markets Scrip Program. Nugget Markets is the parent company to Food4Less. The company offers a scrip program for Food4Less and Nugget Markets; however, since the cards can be used at either store, you only need to request one card. Nugget Markets keeps track of their customer's purchases every month. They pay on an increasing scale. The more you buy, the higher the percentage they pay. A check is sent to the District Office each month. These funds are then distributed to each of the family accounts, based on their prior month's individual earnings.

Savemart S.H.A.R.E.S. Program. Savemart S.H.A.R.E.S. cards are available at the District Office. You may request one or more cards at any time. These cards are registered for the individual high schools and **do not** have to be registered by the family to activate. Savemart pays up to 3% of purchases making it one of the highest paying programs offered.

For more information or requests for Scrip forms/cards, contact Kelly Parker at:

530.622-5081, ext. 7234

or by e-mail:

kparker@eduhd.net.

Also visit www.eduhd.net Click on Scrip Program under Parent/Student Information.

Student Attendance & 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 unexcused.

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

Attendance Office Phone Numbers:

- El Dorado HS (530) 622-3634 ext. 1011
- Oak Ridge HS (916) 933-6980 or (530) 677-4402 ext. 3080
- Ponderosa HS (530) 677-2281 ext. 2215
- Union Mine HS (530) 621-4003 ext. 4114

- Independence HS (530) 622-7090
IHS – ext. 7132
ILC – ext. 7134
CDS – ext. 7136

Shenandoah HS (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 call the Attendance Office to report all student absences or submit a written note upon the student's return to school. The note should contain the following information:

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

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

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

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

Procedure for Readmission to Class. When a student is absent from a class, the student must submit a written note from his/her parent or guardian to the Attendance Clerk. Students should submit notes either at least 10 minutes prior to first period or immediately upon arrival.

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

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

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

Legally Excused Absences. Excused Absences are those due to illness, injury, medical and dental appointments,

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

Unexcused Absences. Unexcused absences are absences that are verified by the parent/guardian, but are not considered excused (according to state law). It is the parent's responsibility to send his/her son/daughter to school until the student is 18 years old.

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

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

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

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

Pre-Arranged Absences. Parents requesting advance excused absences should contact the Attendance Office at least 2 weeks prior to the anticipated absence.

Parents and students are required to fill out the Independent Study Contract forms for all prearranged absences that exceed 5 days.

Pupil Attendance During Lunch. The Board of Trustees requires students to remain on campus during lunch periods.

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

Student Behavior Expectations

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

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

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

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

Health & Safety

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

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

El Dorado High School

561 Canal Street
Placerville, CA 95667

(530) 622-3634

Attendance: ext. 1011 or 1012

Faxes:

Administration (530) 622-1802

Counseling (530) 622-5497

Website:

<http://cougar.eduhsd.net>

Principal: Matt Barnes

Asst. Principals: Becca Kaldunski
Chas Prior
Leslie Redkey

Dir. of Guidance: Lara Clickner

Counselors: Karen Carillo
Lisa Woods
Kari Fregoso

BELL SCHEDULE

MONDAY

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

Faculty Collaboration
2:40 – 3:25

TUESDAY – FRIDAY

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

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

Oak Ridge High School

1120 Harvard Way
El Dorado Hills, CA 95762

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

Attendance: 3080

Faxes:

Administration (916) 933-6987

Counseling (916) 933-7631

Website:

<http://www.orhsonline.com>

Principal: Steve Wehr

Asst. Principals: Pam Bartlett
Aaron Palm
Ronald Thomas

Dir. of Guidance: Glen Swedelson

Counselors: Darsy Arburn
Amanda Fiedler
Jill Howard
Kim Melbinger

BELL SCHEDULE

MONDAY

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

Faculty Collaboration
1:50 – 2:50

TUESDAY / THURSDAY

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

WEDNESDAY / FRIDAY

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

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

Ponderosa High School
 3661 Ponderosa Road
 Shingle Springs, CA 95682

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

Attendance: 2215

Faxes:
 Administration (530) 677-2299
 Counseling (530) 676-1401

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

Principal: Lisa Garrett
 Asst. Principals: Darrin Slojkowski
 Serna Teixeira
 Chas Prior

Dir. of Guidance: Jeremy Hunt
 Counselors: Gale Dwyer
 Keri Hanson
 Karen Parker
 Patti Schrichfield

BELL SCHEDULE

MONDAY* – TUESDAY – FRIDAY

Period	Starts	Ends
1	7:10	8:04
2	8:11	9:10
3	9:17	10:10
am Break	10:10	10:16
4	10:23	11:16
5-A	11:23	12:16
Lunch 1	11:16	11:47
5-B	11:54	12:47
Lunch 2	12:16	12:47
6	12:54	1:47
7	1:54	2:47

BLOCK

WEDNESDAY – THURSDAY

Period	Starts	Ends
1	7:10	8:04
2 or 3	8:11	9:57
am Break	9:57	10:03
Lunch 1 Schedule		
4 or 5	10:10	11:00
Lunch 1	11:00	11:32
2d half of		
4 or 5	11:39	12:29
Lunch 2 Schedule		
4 or 5	10:10	11:50
Lunch 2	11:57	12:29
Block 6 or 7	12:36	2:16

**Early Release on District Collaboration Days (Mondays):
 12:35 p.m.**

- August 29, 2011
- September 26, 2011
- October 24, 2011
- November 14, 2011
- January 9, 2012
- February 6, 2012
- March 5, 2012
- April 16, 2012

COLLABORATION DAY
 BELL SCHEDULE

Period	Starts	Ends
1	7:25	8:05
2	8:12	8:45
3	8:52	9:25
4	9:32	10:05
5	10:12	10:45
Lunch	10:45	11:15
6	11:22	11:55
7	12:02	12:35

Union Mine High School

6530 Koki Lane
El Dorado, CA 95623

(530) 621-4003

Attendance: ext. 4114

Faxes:
Administration (530) 622-6034
Counseling (530) 621-0995

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

Principal: Tony DeVille
Asst. Principals: Debby Hanson
Jennifer Myers
Chuck Palmer

Dir. of Guidance: Denise DeRosa
Counselors: Chuck Palmer
Kim Leigh
Mike Ziegler

BELL SCHEDULE

4x4 BLOCK

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

WEDNESDAY D-BACK SCHEDULE

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

COLLABORATION SCHEDULE

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

Collaboration Days include District-wide day (in bold italic) as well as the following days:

<u>2011</u>	<u>2012</u>
August 24, 29	January 9, 18
September 7, 21, 26	February 1, 6, 15, 29
October 12, 19, 24	March 5, 21
November 2, 14 , 30	April 11, 16
December 7	May 2, 16

Shenandoah High School6540 Koki Lane
El Dorado, CA 95623**(530) 622-6212**

Fax: (530) 622-1071

Website: <http://www.shenandoahhs.org>

Administrator: Debby Hanson

BELL SCHEDULEStudents enrolled in Union Mine class,
please refer to
the Union Mine Bell Schedule.**MONDAY / FRIDAY**

Class	Starts	Ends
Block 1	7:50	9:20
Block 2	9:20	10:20
Block 3	10:20	11:20
Lunch	11:20	11:50
Block 4 Advisory	11:50	1:25
Block 5	1:25	2:30

TUESDAY / THURSDAY – INTERNSHIP DAYS

Students are at Internships. No Classes. Students without Internships will study at home.

WEDNESDAY / COLLABORATION SCHEDULE

Class	Starts	Ends
Block 1	7:50	9:00
Block 2	9:00	10:10
Block 3	10:10	11:20
Lunch	11:20	11:50
Block 4 Advisory	N/A	N/A
Block 5	11:50	1:05
Book Groups		

Reference Shenandoah School Calendar for
a list of District Collaboration Days that fall
on Mondays.When Mondays are Collaboration Days,
Wednesday is a 2:30 day, same as
traditional Mon/Fri.**Early Release on Collaboration Planning:**
1:05 p.m. (District Collaboration are shown
below in ***Bold Italic***)

<u>2011</u>	<u>2012</u>
August 17, 24, 29	January 9 , 18, 25
September 7, 14, 21, 26	February 1, 6 , 15, 22, 29
October 6, 7, 12, 19, 24	March 5 , 8, 9, 14, 21, 28
November 2, 9, 14 , 30	April 11, 16 , 25
December 7, 15, 16	May 2, 9, 16, 23, 24, 25

Exhibition Days 2011–12:
December 5–9
May 14–18

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://www.eduhsd.net/independence.htm>

Principal: Debby Hanson

BELL SCHEDULE

Period	Starts	Ends
1	7:45	8:20
Break	8:20	8:30
2	8:35	9:20
3	9:25	10:10
Break	10:10	10:20
4	10:25	11:10
5	11:15	12:00
Lunch	12:00	12:30
6	12:30	1:15
7	1:20	2:05
8	2:10	2:55

Early Release on Collaboration

Days: 12:00 p.m.

See Student Calendar

Mountain View High School

6530 Koki Lane
El Dorado, CA 95623

(530) 621-4003, ext. 4111

Attendance: (530) 622-6214

Fax: (530) 622-6034

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

Principal: Jennifer Myers

Counselor: Kim Leigh

The El Dorado Union High School District is able to offer an alternative education program on the Union Mine High School campus for district students. The program is personalized and designed to offer students who are 16 or older the opportunity to 'repair' their academic status, make up graduation credit deficiencies, and potentially transition back into the regular Union Mine program. In addition, students will have access to district ROP programs, work experience education, and elective and community college courses. Students will be assessed and placed in an individualized academic program through the services of an administrator, guidance counselor, a team of two teachers and an instructional technician.

Early Release on Districtwide Collaboration Days: 1:20 p.m.

Vista High School
 561 Canal Street
 Placerville, CA 95667

(530) 622-3634

Attendance: ext. 1096

Fax: (530) 622-1802

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

Principal: Lara Clickner

Counselor: Karen Carrillo

Vista High School is an alternative school located on the El Dorado High School campus. Vista was opened in August 2002. The program is designed to retain the connection students have with El Dorado while providing the support and flexibility of an alternative school. The design of Vista High School provides a blend of the comprehensive school in a more personalized setting. Students are given the opportunity to take core requirements and remediate credits through an independent curriculum, and take electives through

El Dorado, ROP, or other on-line opportunities. Vista students participate in extra-curricular activities, sports, and participate in the El Dorado High School graduation.

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

Independent Learning Center
 385 Pleasant Valley Road
 Diamond Springs, CA 95619

Mailing Address:
 4675 Missouri Flat Road
 Placerville, CA 95667

(530) 622-7090

Attendance: ext. 7134

Fax: (530) 642-2291

The Independent Learning Center (ILC) offers programs that are designed to meet the needs of students who are not able to attend school on a full-time basis. If a student is at least 15 years old and is able to complete a minimum of 25 hours of school work each week, then he/she is eligible for enrollment in the Independent Learning Center. Students who are in the ILC must meet with an instructor at least once a week and must make satisfactory progress toward graduation. The graduation requirements for the ILC are identical to those of the comprehensive high schools.

Community Day School

**385 Pleasant Valley Road
Diamond Springs, CA 95619**

Mailing Address:

**4675 Missouri Flat Road
Placerville, CA 95667**

(530) 622-7090

Attendance: ext. 7136

Fax: (530) 642-2291

Principal: Debby Hanson

Early Release on Districtwide Collaboration Days: 12:30 p.m.

The El Dorado Union High School District Community Day School is designed to work with students who have been expelled, are on probation, or have been referred by the County SARB (School Attendance Review Board).

The school is located on the Independence High School campus in a self-contained classroom with no more than 15–20 students.

The primary program goals are to provide academic instruction and counseling to help students become successful in our high school district. Students must attend a full school day of 360 instructional minutes. Classroom instruction includes:

- direct instruction from the teacher
- small group projects
- individualized instruction
- computer-assisted instruction in English, reading, and math.

GED Program

General Education Development (GED) test preparation and instructional assistance is available on a no-fee basis. However, a fee is required prior to taking the GED test. This test is also offered in Spanish. **(También se ofrece en español el Desarrollo de Educación General.)**

Testing is Monday through Friday, mornings only, by appointment.

Costs

Test in English or Spanish \$120

Repeat test \$20

Name change or additions after testing \$14

If a student transfers from another GED program or center and wishes to take the GED with us, there will be a charge of \$25.

Pre-testing is held on Friday mornings from 10:00 am to 3:00 p.m. There is no charge for pre-testing.

Other Programs

Contact the school at the number below for information on these programs:

- Inmate Program
- For information on Mother Lode Rehabilitation Enterprises (MORE), call (530) 957-9711.

Basic education for students at the MORE Workshop is offered through the El Dorado Adult School.

Adult Education Diploma Program

Contact the El Dorado County Office of Education re the Adult Education Diploma Program.

Carolyn Zachry, Ed.D.
(530) 295-2297

Regional Occupational Program (ROP)

Website: <http://www.csrop.org>

The Regional Occupational Program (ROP) is part of the public education system and an important component in the continuum of sequenced CTE classes. CTE coursework often leads to ROP courses, providing more focused, advanced capstone courses to prepare for entry-level jobs or to make a transition to postsecondary education, technical training, or apprenticeships.

The purpose of ROP is to prepare students to: (1) enter the workforce with the skills and competencies necessary to succeed, (2) pursue advanced training in higher educational institutions, and/or (3) upgrade existing skills and knowledge. The ROP delivery system is directly linked to business and industry through advisory committees and provides work-based learning opportunities for students.

Some ROP courses are articulated with a local California community college district. ROPs provide high-quality CTE programs and contribute to students' academic and career educational achievement, allowing them a smooth entry into the workforce or postsecondary education. ROP course curricula are state-certified, and students who complete the training receive certificates typically indicating the competencies each student has mastered. Depending on the course, students may also receive industry certification that is recognized regionally, statewide, or nationally.

High school students can enroll through their school counselors. Adult students can directly contact the CSROP office at:

(530) 622-5081, ext. 7239

