

EDUIS *a Safe Place to Learn...*

THE EL DORADO UNION HIGH SCHOOL DISTRICT'S BOARD POLICY PROHIBITS, AT ANY DISTRICT SCHOOL OR SCHOOL ACTIVITY, UNLAWFUL DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING OF ANY STUDENT BASED ON THE STUDENT'S ACTUAL RACE, COLOR, ANCESTRY, NATIONAL ORIGIN, ETHNIC GROUP IDENTIFICATION, AGE, RELIGION, MARITAL OR PARENTAL STATUS, PHYSICAL OR MENTAL DISABILITY, SEX, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, OR GENDER EXPRESSION; THE PERCEPTION OF ONE OR MORE OF SUCH CHARACTERISTICS; OR ASSOCIATION WITH A PERSON OR GROUP WITH ONE OR MORE OF THESE ACTUAL OR PERCEIVED CHARACTERISTICS.

THE DISTRICT ALSO PROHIBITS ANY FORM OF RETALIATION AGAINST ANY STUDENT WHO FILES A COMPLAINT OR REPORT REGARDING AN INCIDENT OF DISCRIMINATION, HARASSMENT, INTIMIDATION, OR BULLYING.

IF IT HAPPENS REPORT IT: ANY STUDENT WHO FEELS HE/SHE HAS BEEN SUBJECTED TO DISCRIMINATION, HARASSMENT, INTIMIDATION, OR BULLYING SHOULD IMMEDIATELY REPORT IT TO SCHOOL ADMINISTRATION OR ANY OTHER STAFF MEMBER. ANY STUDENT OR SCHOOL EMPLOYEE WHO OBSERVES AN INCIDENT OF DISCRIMINATION, HARASSMENT, INTIMIDATION, OR BULLYING SHOULD REPORT IT TO SCHOOL ADMINISTRATION, WHETHER OR NOT THE VICTIM FILES A COMPLAINT.

CONSEQUENCES: STUDENTS WHO ENGAGE IN DISCRIMINATION, HARASSMENT, INTIMIDATION, OR BULLYING SHALL BE SUBJECTED TO APPROPRIATE DISCIPLINE UP TO AND INCLUDING COUNSELING, SUSPENSION, AND/OR EXPULSION. AN EMPLOYEE WHO PERMITS OR ENGAGES IN PROHIBITED DISCRIMINATION, HARASSMENT, INTIMIDATION, OR BULLYING SHALL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.

BOARD POLICY AND ADMINISTRATIVE REGULATION 5145.3: More details regarding reporting and investigating discrimination, harassment, intimidation, and bullying please refer to your schools website, the El Dorado Union High School District's website at www.eduhd.net, or ask your school's administration for a copy of Board Policy 5145.3 and Administrative Regulation 5145.3.

Stand Up & Be Heard! **COUGAR PRIDE**

2014-2015 Hall Pass

Student Name: _____

Date	Destination	Time Out	Time Back	Teacher Initials

2014-2015 Hall Pass

Student Name: _____

Date	Destination	Time Out	Time Back	Teacher Initials

2014-2015 Hall Pass

Student Name: _____

Date	Destination	Time Out	Time Back	Teacher Initials

2014-2015 Hall Pass

Student Name: _____

Date	Destination	Time Out	Time Back	Teacher Initials

Administration's Message

Principal Matthew Barnes

Welcome to the 2014-15 school year. Together, we will make this a year to remember. This year will be very busy with class assignments, school activities, and extracurricular commitments. We have provided this planner to assist in the organization you will need to succeed in school. I hope you will take advantage of the many opportunities that El Dorado High School provides. As we join together to make this a memorable school year, please take the time to read this planner and continue to use it as a reference throughout the year. Best wishes for a successful year!

El Dorado's Core Values

Respect –Expect –Reflect

Respect is our foundation- Expect a safe and healthy environment- Expect excellence-Reflect on what we do

Upon graduation, EDHS students will be:

Reliable self-directed learners who

- Access information through a variety of sources
- Employ a variety of reading skills
- Manage time effectively and plan for long range goals
- Evaluate objectively their own work
- Complete tasks and projects on time

Outstanding critical thinkers who

- Solve problems effectively using knowledge and skills from all disciplines
- Construct logical arguments with persuasive evidence while considering multiple viewpoints before drawing conclusions

Active community contributors who

- Develop personal responsibility for their daily lives
- Demonstrate civic responsibility
- Establish connections within the school and community

Respectful and effective communicators who

- Understand how language affects values and attitudes
- Express ideas reasonably and clearly in a variety of ways

Bell Schedules

We use a variety of bell schedules during the year so if you are looking for the bell schedules please go to our webpage: <http://cougar.ehs.eduhsd.k12.ca.us>

Associated Student Body Message

Going for the gold is a tradition at El Dorado High School. In the heart of the Mother Lode, we carry on in the footsteps of the 49'ers. Only our 'gold' is something more than nuggets at the bottom of the pan; together, let's strike-it-rich to make this year golden and unforgettable.

Student Government – ASB

The El Dorado High School Associated Student Government is maintained through the active support of the students by authority of the Principal and Board of Trustees. The ASB organizes student activities, regulates student body funds, and advises the administration on policies affecting students. The ASB constitution was written and revised by students for the purpose of serving the entire student body.

Students Clubs and Organizations

GET INVOLVED... There are many different types of student activities aimed at meeting every student's interests, such as: Key Club, **California Scholarship Federation** (CSF)**, National Honor Society (NHS), Yearbook, Faith Out Loud, Choir, Drama Club, Academic Decathlon (competitive academics), Gay Straight Alliance (GSA), **Safe School Ambassadors** (SSA)**, Chess Club, Spanish Club, French Club, Multi-cultural Club, La Raza Unida, Cougar Crew, Speech and Debate, Leo Club, Interact Club, Multicultural Club, Ornithology Club, Manos a la Obra, Photo Club, Athletics, Cheerleading and Student Government. Listen to the daily bulletin for opportunities to "check out" these activities.

**** Invitation Only**

Academic Letter and Student Recognition

In recognition of academic success, students receiving a 3.5 or better for three consecutive semesters will receive an academic letter. This ceremony takes place at least once per year. Students with minimal attendance and/or discipline referrals will be rewarded with periodic opportunities to attend school events for free or reduced costs and be eligible for other rewards.

Student Support Services

Occasionally during the year, students may have personal problems with which they may need assistance. We have several programs on campus to assist students. Students wishing to access these programs may do so by speaking to a teacher, counselor, or assistant principal.

1. Counseling Office
2. Career Center
3. Tobacco Prevention
3. Public Health Nurse
4. El Dorado County Probation

Daily Bulletin

The daily bulletin is the official means of communicating school information to all students and staff. All activities, athletic events, meeting dates, club news, teacher news, scholarship information and special schedules, etc., are published each day. Listen for it every day or check it out for yourself in any one of the many places it is posted. It is also available on the school web site at:

<http://cougar.ehs.eduhsd.k12.ca.us>

All School Sponsored Activities Expectations and Conduct

All rules and regulations governing student conduct at school also apply to all school and District sponsored events, athletic contests, proms, dances, plays, banquets, field trips, etc., whether held on or off campus, before, during or after school.

El Dorado Union High School District Graduation Requirements

Coursework Requirements

English	40 Credits
Social Science	30 Credits
World History (10)	
US History (10)	
American Government (5)	
Economics (5)	
Mathematics	30 Credits
Must include Algebra 1	
Science	20 Credits
Life Science (10)	
Physical Science (10)	
Visual and Performing Art, Career Technical Education OR Foreign Language	10 Credits
Physical Education	20 Credits
Health	5 Credits
ICT Foundations	5 Credits
Electives	80 Credits

Total Credits Required	240 credits
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- Pass both parts of the California High School Exit Exam

Counseling and Guidance Services

The El Dorado High School counseling/guidance/ career staff is committed to assisting all students. This assistance may be in educational guidance, personal problem assistance, or developing career goals. Students and parents are encouraged to contact the counseling secretary to make an appointment to see a counselor. If it is an EMERGENCY, please advise the secretary.

**California State University/
University of California**

Coursework Requirements

English	4 Years
Social Science	2 Years
US History (required) World History or Amer. Gov. /Econ	
Mathematics	3 Years
(4 years recommended for UC) Must include Algebra 1, Geometry & Algebra 2	
Science (with lab)	2 Years
(3 years recommended for UC) Biology, AP Biology or Physiology Chemistry, Chemistry A or Physics	
Visual and Performing Art	1 Year
Foreign Language	2 Years
(3 years recommended for UC)	
College Prep Electives	1 Year



- All courses required for admission must be passed with a C or better.
- For CSU and/or UC admission, you must take the SAT Reasoning Test *or* ACT Assessment plus Writing.

SAT/ACT Dates 2014-2015

Test	Registration Deadline	Test Date
ACT	August 8	Saturday, September 13
SAT	early September	Saturday, October 11
PSAT	TBA	Wednesday, October 15
ACT	September 19	Saturday, October 25
SAT	early October	Saturday, November 8
SAT	early November	Saturday, December 6
ACT	November 7	Saturday, December 13
SAT	mid-December	Saturday, January 24
ACT	January 9	Saturday, February 7
SAT	early February	Saturday, March 14
ACT	March 13	Saturday, April 18
SAT	early April	Saturday, May 2
SAT	early May	Saturday, June 6
ACT	May 8	Saturday, June 13

- Register for the SAT online at www.collegeboard.com
- Register for the ACT online at www.actstudent.org
- Register for the PSAT in the counseling office during lunch, three weeks before the test

Grading Dates 2014-2015

Reporting Period	Grading Ends	Grades Sent Home
1 st Qtr. Progress Report	Fri., Sep. 12	Fri., Sept. 19
1 st Qtr. Report Card	Fri., Oct. 10	Fri., Oct. 17**
2 nd Qtr. Progress Report	Fri., Nov. 7	Fri., Nov. 14
Semester 1 Report Card	Fri., Dec. 19	Fri., Jan. 16**
3 rd Qtr. Progress Report	Fri., Feb. 13	Fri., Feb. 20
3 rd Qtr. Report Card	Fri., Mar. 20	Fri., Mar. 27**
4 th Qtr. Progress Report	Fri., Apr. 24	Fri., May 1
Semester 2 Report Card	Fri., May 29	Fri., Jun. 5**

** Only quarter and semester report cards are mailed home.

Community Resources

Al-Anon/Al-Ateen ~ 916-334-2970

Big Brothers & Big Sisters ~ 626-1222

Boys & Girls Club ~ 295-8019

Cal-SAFE (for pregnant and parenting students) ~ 622-7130

Child Abuse Reporting ~ 1-800-422-4453

Domestic Violence Hotline ~ 916-920-2952

El Dorado Transit ~ 642-5383

Health Department ~ 621-6100

Health Depot ~ 626-3722

Mental Health Crisis Line ~ 622-3345

New Morning ~ 626-4190

Teen Shelter ~ 626-4190

Progress House ~ 642-1715

Suicide Prevention Hotline ~ 622-3345

Women's Center ~ 626-1450

Women's Crisis Line ~ 626-1131

Career Center A211 622-3634 ext. 1033

The friendly staff in the career center is dedicated to assisting students with job placement and college planning. Come in for a visit for information on any of the following:

- Occupational and college library via text, video, and computer resources
- Work permits
- Job board
- Online career search resources
- Career Assessment Testing (Bridges, Self- Directed Search)
- Annual College Fair
- Career Fair
- Job Shadow Program
- Apprenticeship information
- Military recruiters
- College representatives
- ASVAB testing
- Foreign Exchange Program information
- College application assistance
- SAT & ACT information & registration
- Financial aid applications
- Senior scholarship and award nights
- Scholarship information

Scholarship listings and applications are available on our website at <http://cougar.eduhsd.k12.ca.us/counseling>

Useful websites:

www.collegeboard.com – college searches, SAT registration.

www.act.org – ACT registration

www.ucop.edu/pathways - UC admissions applications

www.csumentor.com – CSU admissions applications

www.edc-scholarships.com – El Dorado County website for local scholarships

www.fastweb.com – scholarship search

www.fafsa.ed.gov – online financial aid application

www.ncaa.org – athletic clearinghouse for college athletes

Homework Help Resources:

Blue Latte/Academic Recovery – Tutoring

Algebra 1, Physical/Earth Science, Biology, World History, and English and other subjects are available after school Tuesday, Wednesday and Thursday. A schedule will be posted in August.

Math Lab - Math teachers are available before and after school to help students. Look for the schedule posted in your math classroom.

Modern Language Tutoring: Scheduled once per week. See teacher for room number.

ABI – Create an online account to track your grades at <http://parent.eduhsd.k12.ca.us>

www.encyarta.msn.com—Homework tips, tutoring (fee-based), encyclopedia, dictionary, atlas.

www.infoplease.com - Encyclopedia and dictionary, daily almanac, K-12 learning resources.

Campus and Classroom Conduct

In general, problems which are of a basic classroom nature, such as tardiness, violation of class rules, non- participation, lack of effort, and poor academic progress will be handled by the teacher. Continued problems of this nature will be referred to the appropriate assistant principal. Students should be aware that all school rules and regulations apply while coming to school, going home from school, as well as during all school activities. This includes: the parking lots, inside student vehicles and the use of student lockers.

School Discipline Policies

The following offenses may require detention, Saturday School, Suspension, transfer to another School /Program or Expulsion from the district (possible referral to an outside agency, i.e. law enforcement):

Violations Requiring Recommendation for Expulsion:

Under state law and Board of Education Policy, El Dorado High School is compelled to recommend expulsion for:

- Possessing, selling or furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Possession of Explosives
- Committing or attempting to commit sexual assault

Violations against Persons

1. Assault/fighting and /or battery
2. Weapons or other dangerous objects (any knife)
3. Hazing, harassment (includes sexual harassment)
4. Interference/obstruction of staff member
5. Verbal abuse
6. Racial or ethnic slurs
7. Defiance of authority

Violations Involving Property

1. Theft or Robbery
2. Extortion / attempted extortion
3. Unauthorized use of school property or damage to school property

Violations against Public Decency and Good Morals

1. Gambling (games of chance with stakes)
2. Acts of vulgarity/profanity
3. Offensive social behavior

Violations against Public Health and Safety

1. Possession/use of illegal substances, i.e. alcohol, drugs
2. Possession of illegal paraphernalia
3. Misrepresentation/sale/delivery/furnish and substance as a controlled substance
4. Tobacco-possession

Devices such as water pipes (hookahs), pipes, e-cigarettes, electronic pens, vaporizers, and steam stones, which are made and/or used for inhaling tobacco, can potentially, be used as drug paraphernalia. These items are prohibited on El Dorado Union High School District property and school campuses. Appropriate disciplinary action will be administered up to and including suspension/expulsion for students who possess such items.

Miscellaneous Violations

1. Disruptive behavior
2. Forgery and dishonesty
3. Distribution of obscene, libelous, slanderous literature
4. Gang related activity
5. Misbehavior on school bus
6. Violation of suspension rules
7. Unauthorized visiting of other campus

Fire Code Violations

1. False alarm
2. Lighting a fire/Pyrotechnics (fireworks, firecrackers)
3. Blocking a marked fire lane

Harassment, Sexual Harassment, and Terrorist Threat

No students shall engage in harassing, behavior, sexual or otherwise toward another student or staff member. Harassment includes willful engagement in unwelcome verbal or physical behavior that creates a hostile environment for another person or group of people. Included, but not limited to: words, touching, gestures, notes, pictures, signs, posturing, or any other behavior that creates a hostile or threatening environment.

Social Probation

Students will be placed on 30 instructional days (possible 20 days with good behavior) of social probation for infractions including, **but not limited to:**

- a suspension for three or more consecutive days
- fighting
- possession and/or under the influence of a controlled substance, alcoholic beverage, or dangerous substance
- repeated acts of defiance
- accumulation of 12 or more tardies in a quarter over all classes

Social probation sanctions will be implemented for **30** (possible 20 days with good behavior) instructional days. A student placed on social probation will be prohibited from attending or participating in any non-mandatory school function, activity or event. Non-mandatory school functions, activities or events include, **but are not limited to:**

- attendance at school dances
- attendance at athletic events
- attendance at drama and musical productions
- activities related to graduation, including the graduation ceremony.

El Dorado High School Dress Code Policy

Guidelines: Parents or guardians of students have the primary responsibility for establishing and implementing appropriate standards of dress and grooming. It is El Dorado High School’s legal and ethical responsibility for establishing a classroom and campus atmosphere that creates the appropriate environment for teaching and learning. To fulfill this responsibility some “common sense” rules must apply.

Other specific examples include, but not limited to:

Acceptable Clothing:	Prohibited Clothing:
<ul style="list-style-type: none"> -Shorts, skirts and dresses must provide ample coverage -Shirts MUST cover underwear and the entire torso -Halter Tops...Yes... if they are NOT low cut and they must have a back. -All tops must have straps and not be too revealing -Baggy Pants that <u>DO NOT</u> fall below the waistline -Clothing should be in good repair -Footwear MUST be worn at all times (state law) 	<ul style="list-style-type: none"> -NO Extremely short skirts, shorts and/or dresses -NO strapless tops, spaghetti straps or undergarments showing - NO plunging necklines or exposed bare midriffs -NO white sleeveless undershirts may be worn as outerwear -NO Baggy pants that fall below the waistline. “Sagging” and/or showing undergarments -Gang-Related attire and/or accessories are STRICTLY prohibited and are subject to the interpretation of administration and law enforcement.



El Dorado
Blue on
Fridays!

-Clothing with messages, pictures, or symbols depicting drugs, alcohol, tobacco, profanity, violence or objectifying members of the opposite sex or differing cultures is regarded as offensive and intimidating and therefore, is not permitted.

-Accessories such as studded or metal belts, wristbands, chains (including wallet chains), and handcuffs are regarded as disruptive, intimidating and dangerous are not permitted.

1 st Violation	2 nd Violation	3 or more violations
Change Clothes Noted in Discipline File	Change Clothes Detention Assigned	Change Clothes Saturday School Assigned
* Progressive Discipline Actions for Continued Defiance *		

Dress Code Consequences

Closed Campus

El Dorado High School maintains a closed campus – once a student arrives on campus, he/she must stay. Whenever there is a need to leave school, for any reason, students **MUST CHECK OUT THROUGH THE ATTENDANCE OFFICE**. Students should bring parent notes to the office for a pass, or may request the office to phone home if necessary. **Failure to do so will result in detention.** Students are allowed in the quads, cafeteria, library and by the pool during lunch.

ID Cards and ASB Cards

All students will be issued a free ID card with picture. Defacing or losing the cards will result in a fine to cover the cost of replacement. **Students are expected to carry this card on campus at all times and be prepared to present it at the request of any staff member.** ID cards are necessary to check out books and materials from the library and to be admitted to any EDHS-sponsored dance or activity, and required for bus transportation.

Students who purchase an ASB card will have their ID card marked to indicate it has an activity sticker. The activity ID entitles a student to significant discounts on most school activities. Money derived from the sale of ASB stickers goes to support all school-sponsored activities.

Textbooks

Teachers issue students textbooks. Books must be returned at the end of the semester or year in good condition. If books are lost or damaged they must be paid for in the Main Office.

Skateboards and Scooters

These items should not to be brought to school. They often cause campus and class disruption and are frequently misplaced or stolen. If they are brought to school, they must not be used and need to be stored in a class room or office. The school will not investigate or participate in attempts to recover such lost or stolen items.

Cell Phone Policy

Cell phones and electronic devices may be used before and after school, during break/ lunch and during passing times. Cell phones must NOT be out or in use at ANYTIME or ANYWHERE on campus during class time without permission from the teacher. If a cell phone is used during class time without permission, the student MUST submit their phone to a staff member (who will then submit the phone to Administration) and the following consequences will occur:

First Offense: Students may pick up their phone in the office at the end of the day and 2 hours of detention will be assigned.

Second and Third Offenses: Assistant Principal will contact parent or guardian then the phone will be returned at the end of the day and a Saturday School will be assigned to the student.

More than Three Offenses: Student's cell phone will be given to the parent/guardian at a parent/student conference with an administrator.

Continued Cell Phone Violations: Will be treated as acts of defiance and will result in progressive discipline.

Students who refuse to turn their cell phones over to a staff members will receive additional consequences for defiance.

Cameras and Video Equipment

Cameras and video recording equipment are not to be used in school without the permission of the administration. All unauthorized equipment is subject to confiscation and review by the administration.

School Dance Eligibility

- Students must be in good standing including being free from any outstanding detention hours, Saturday Schools and/or school fines. Students, who are expelled, suspended or on social probation are not eligible to attend school dances.
- Students must have their ID Cards to purchase a ticket.
- Tickets will not be sold at the door for the following dances: Homecoming and Prom.

Dance Code of Conduct

- Student I.D.'s are required for entry into the dance.
- Students **MUST** arrive no later than **ONE** hour after the dance has started. Once a student leaves the dance, he/she will not be re-admitted to the dance.
- School Dress Code is strictly enforced. Students who are in violation of the dress code will not be admitted.
- Students are expected to follow all school rules. Any student who is removed from the dance for any reason will lose the privilege of attending the next dance and parent/guardian will be called.
- No outside beverages or water bottles are permitted.
- Students may check purses, bags or backpacks into the proper facilities. Please do not bring valuables to the dance.
- Guests from other schools will only be admitted with a Guest Pass, a current photo ID and a date who attends EDHS. Dances that guests are permitted to attend include: Homecoming and Prom.
- Students must be picked up no later than 15 minutes after the dance ends.
- Students without a dance ticket may not get pictures taken.
- Have fun and make responsible choices.

Unsafe, lewd or vulgar dancing is not permitted. Students who are not dancing appropriately will receive a warning, a second offense will result in dismissal from the dance, parents will be called and the student will not be eligible to attend the next dance.

Illness and First Aid

When students need to go to the First Aid Office they must first obtain a pass from their teacher (emergencies excepted).

1. Students must check-in with the health aide immediately upon arrival.
2. If a student is ill or injured so that he/she must go home, the secretary will secure permission to leave campus and arrange transportation.
3. Under **NO CIRCUMSTANCES** is a student permitted to leave campus without authorization.

Medications

If students must take medication during school hours, a *Medication-In-School* form must be signed by a doctor and the student's parent/guardian and returned to the health aide at El Dorado High School. This includes over-the-counter medications and prescription medicines. The medicine must be brought to school in the prescription labeled original container and over the counter medications in the original container. The medicine is kept in a locked cabinet and the student must come to the first aid office to obtain the medication. If you have any questions please contact Robin Cacioppo, Health Clerk, at EDHS, 622-3634 ext. 1017.

Emergency Cards

An up-to date emergency card must be on file in the Attendance office at all times. Please let us know immediately if you have a change of address, phone, parent/guardian work number, or emergency contact.

Transportation

Most El Dorado High School students ride buses at some time during the school year, either to or from school or with athletics, field trips or other school activities. The "number one priority" for the Transportation Department is to ensure the safety of all passengers. Therefore, orderly conduct is expected at all times and everyone aboard is to follow the directions of the driver. Remember, all school rules apply on the bus. Violators of the bus rules are subject to disciplinary action, which may include the DENIAL of transportation. Semester bus passes may be purchased at the District Transportation office or in the Finance Office in the Administration Offices. Daily bus trip passes are available at school from the finance office. Bus route information and costs are posted at the school and on the District's web site at www.edhusd.net

Parking and Driving Regulations

Students who drive to school are advised that all provisions of the California Vehicle Code are strictly enforced. Citations will be issued to vehicles improperly parked or vehicles in the faculty/reserved lots. **Students who violate parking lot and driving regulations will be subject to discipline consequences and/or loss of parking privileges.**

Students are not permitted to loiter in the parking lots. The parking lots are off limits during school hours. The school assumes no responsibility or liability for theft or damage to cars, motorcycles, or bicycles. At no time are cars, trucks, bicycles, etc., to be driven on sidewalks, lawns, athletic areas or any area NOT designated for vehicle traffic.

Parking is limited due to overcrowding. Parking is available on a first-come first served basis. Students are strongly urged to car pool. If you have special circumstances, which require special consideration please contact your assistant principal. **You must also be advised that school administrators with reasonable cause may inspect vehicles on campus at any time.**

Lockers

Lockers will be assigned on a first-come, basis for 9th graders and a priority basis for 10th, 11th and 12th as per student request, if available. Please remember, the school does not assume responsibility for loss or damage to the contents of lockers. We do, however, ask that you report any problems (vandalism, theft etc.) to the assistant principals office **AT ONCE. Be advised that school administrators may inspect lockers at any time with reasonable suspicion.**

Messages

When classes are in progress, phone messages will only be delivered in case of a serious family emergency. This is in adherence to the School Board's directive to not interrupt the instructional process. We discourage the delivery of items for students at school such as, balloons, flowers, lunches, etc. If necessary, they will **ONLY** be accepted from parents and will not be delivered to classrooms. Students will be paged to the office during breaks. Your cooperation is appreciated.

Work Permits

California State Law requires that:

1. All minors under 18 years of age must have a work permit issued by the school before being employed.
2. Work permit applications may be obtained in the Career center. These permits are issued pending verification of regular school attendance.
3. Students must be eligible (2.0 GPA) to have and maintain a work permit.

Loitering

Students are not allowed to loiter (congregate) in the bus circle, in front of the school, or in the lower or upper parking lots before school, during passing, or lunch. Other areas that are banned from student loitering include property and streets that adjoin the school. This policy is in effect prior to and after school.

Life Fitness Uniform Policy

Students are expected to wear their Life Fitness Uniforms everyday they have class. If a student does not bring his or her uniform, he or she will be provided a “loaner” uniform from the Life Fitness staff. If a student refuses a loaner uniform he or she will be considered defiant and will be referred to the administration for disciplinary action.

Student Attendance Procedures

On those occasions when you are ill or must miss school for other reasons, one of your parents/guardians should call the school (622-3634), ext. 1011 or 1012 and let the Attendance Office know the reason for your absence. This line is available for attendance messages 24 hours a day.

If it is not possible for your parents to notify the school by phone, you must bring a note (in ink) with you from your parent/guardian stating your full name, the reason for your absence(s) and the date(s). All notes and phone calls must be received within 2 days of the absence or disciplinary actions will be taken.

Once you have reported to school, you may not leave without office clearance following parent contact. Students with approved absences shall have two (2) days for every day absent to make up missed work.

Truancy Policy

Truancy/Cuts: Each class missed without a valid excuse will result in detentions/Saturday schools. All day or multiple period truanies may result in Saturday Schools. **Habitual truancy will result in progressive discipline action from assistant principals and referral to the School Attendance Review Board (SARB).**

Tardy Policy

Students are expected to be in class and in their assigned seats when the tardy bell rings. Teachers will enforce tardy policies within their classrooms. Students accumulating **12 or more** cumulative tardies within a Quarter will be referred to an Assistant Principal and will be placed on Social Probation. Continued tardiness will result in progressive discipline for defiance and may be referred to SARB (Student Attendance Review Board). Administration will post bi-monthly cumulative tardy reports to help students track their punctuality. Students and parents may also access attendance records by logging onto their ABI accounts.

Extracurricular Activities Eligibility Requirements

Students participating in extracurricular activities will meet existing state and local eligibility standards relating to the specific organization such as: California Interscholastic Federation (CIF), organization or club by-laws, and school district administration guidelines. These standards will not apply to scheduled classes, which include, as part of their curriculum, student participation in activities and performances outside of the regular classroom schedule required for grading purposes. Minimum scholarship requirements for participation in all extracurricular activities will be as follows:

1. All ninth grade students shall be eligible to participate in extracurricular activities until their grades are reviewed at the end of the first quarter.
2. Students in grades 9 (other than first quarter) 10,11, and 12 shall have a grade point average of C (2.0) at the quarterly grading period immediately preceding the activity in order to be eligible to participate in extracurricular activities.
3. A transfer student is eligible to participate if he/she was eligible at his/her previous school and by CIF or other organizational requirements. Transfer students shall have one full grading period to meet the district eligibility requirements.
4. A student who leaves a team in mid-season without the coach's permission may be ineligible for another sport the following season.
5. In addition to scholarship requirements, students must complete all detention and have all fines paid.
 - a. At the beginning of each athletic season.
 - b. Prior to major activities: i.e. prom, graduation, and field trips.

The district shall provide for an Eligibility Review Committee, which will consider appeals of the policy based upon a student's unique circumstances. The committee will have the authority to suspend the ineligibility rule if they determine "good cause" exists for such action.

Your coach/advisor will have a copy of the complete rules and regulations pertaining to the eligibility requirements.

Note daily attendance requirement: Student Athletes must attend the majority of his/her school day on the day of contest or practice in order to participate (R.O.P. and Work experience included). Athletes are expected to attend all classes and be prompt. Unexcused absences from classes during the season may result in forfeiture of practice or athletic contest participation.

Texts and Equipment

Students are financially responsible for any books and materials issued to them. If paying for a lost or stolen book, make sure you get a receipt. No Diploma will be issued to graduating seniors, nor will students be permitted to participate in athletics and the three major dances, until all debts are cleared.

Phone Directory

El Dorado High School Main Number.....622-3634

Office extensions:

<i>Principal's office</i>	<i>1020</i>
<i>Assistant Principals' Office</i>	<i>1025</i>
<i>Counseling</i>	<i>1028</i>
<i>Attendance</i>	<i>1011or 1012</i>
<i>Registrar</i>	<i>1029</i>
<i>Cafeteria</i>	<i>1053</i>
<i>Library</i>	<i>1026</i>
<i>Career Center</i>	<i>1033</i>
<i>Probation</i>	<i>1004</i>
<i>Psychologist</i>	<i>1032</i>
<i>Receptionist</i>	<i>0 or 1010</i>
<i>Athletic Director</i>	<i>1010 or 1249</i>
<i>Finance Office</i>	<i>1018</i>
<i>ROP - medical health</i>	<i>1443</i>
<i>Vista High</i>	<i>1097</i>

District Main number.....622-5081

District Transportation.....622-6306

ROP Director.....621-0123

Extension Numbers are subject to change. For any other questions, please call main number at ext. 0 for receptionist.

Frequently Asked Questions or Concerns

Who does my parent/guardian call if I am absent?

The attendance office 622-3634 (ext.1011 or 1012)

Who does my parent/guardian call, if I am absent and need to order homework?

The attendance office 622-3634 (ext. 1011 or 1012)

I will be out of school for over two weeks, possibly longer with an illness, who does my parent/guardian call?

Report the absence to the attendance office by phone (ext. 1011 or 1012) and in writing, then call the counseling office (ext. 1028) to request a Home/Hospital form.

My parents need to get me a message who do they contact?

We are not permitted to interrupt classes. For emergency messages only, please call the administration office, 622 3634 ext. 0.

My parents need to contact my teacher.

- call 622-3634 then press 8
- call the receptionist at ext. 0.
- check the website for the teachers email address

<http://cougar.eduhsd.k12.ca.us>

My parents need to speak with the principal.

The principal's secretary can be reached at 622-3634 ext. 1020.

Who can my parents talk to about detentions, Saturday School, suspensions or behavioral matters?

The assistant principals' secretary can be reached at 622-3634 ext. 1025.

I need information on the SAT, ACT, and PSAT tests.

Seek assistance in the Career Center, A211, or call 622-3634 ext. 1033 or logon to our Web Site at: <http://cougar.eduhsd.k12.ca.us>

I need information on scholarships and college information.

Seek assistance in the Career Center, A211, or call 622-3634 ext. 1033 or logon to our Web Site at: <http://cougar.eduhsd.k12.ca.us>

Information on our emergency card has been changed, i.e. address, phone, parents work phone, who do I tell?

The counseling office, call 622-3634 ext. 1028 or ext. 1029

Frequently Asked Questions or Concerns

Who do I talk to about work permits?

Contact the Career Center, A211, or call 622-3634 ext. 1033.

Who do I talk to about Athletics

For information on athletic events call 622-3634 ext. 1010

I need to order a transcript.

Transcript orders are not taken by phone or fax. Students or former students come into counseling or mail in a transcript request. The charge is \$1.00 cash (no checks) per transcript for former students and currently enrolled students with no more than 5 transcripts requested. Please allow 24 hours' notice.

It's snowing, is there going to be school, are the buses running?

All students and staff will receive a morning recorded call detailing the day's schedule. Listen to the local news reports on radio or television or call the district transportation department at 622-6306, ext. 247, 249 or 242.

Where can I purchase PE clothes?

Mandatory PE uniforms will be sold from the PE Dept. for the first few weeks of school in the PE locker rooms.

How do I make a counseling appointment?

Students make an appointment with the counseling secretary call at 622-3634 ext. 1028.

Need more information about the school?

Check the EDHS website at

<http://cougar.eduhsd.k12.ca.us>