

## EL DORADO UNION HIGH SCHOOL DISTRICT

4675 Missouri Flat Road, Placerville, CA 95667

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### ANNUAL NOTIFICATION TO PARENTS / GUARDIANS 2024-25

**IMPORTANT! – PRINT, SIGN & RETURN APPLICABLE FORMS:**

- ★ Parents/Guardians Rights Acknowledgment Form (Mandatory)
- ★ Emergency Form (Mandatory)
- ★ Data Confirmation/Signature Form (Mandatory)
- ★ Request for Notification of Pesticide Use
- ★ EDUHSD Breakfast and Lunch Program Application
- ★ Application for Bus Transportation, Free and Reduced Meal Application

**Federal Law requires schools to provide directory information to the military; see Page 23.**

Use this publication in conjunction with the *Student Handbook* at [El Dorado Union High School District website](#).

Refer to the District website for transportation bus routes.

Personas que desean información por esta noticia en español, pueden llamar  
la oficina del Director Sénior de Servicios de Estudiantes Innovación. El número de teléfono es (530) 622-5081, ext. 7224.

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## EL DORADO UNION HIGH SCHOOL DISTRICT 2024-25 Student Calendar

### July 2024

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		

### August 2024 17

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

### September 2024 20

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				

### October 2024 9 46

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	

### November 2024 28

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

### December 2024 15 43

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			

89

### January 2025 19

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

### February 2025 18

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

### March 2025 10 47

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				

### April 2025 27

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 2025 17 44

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

### June 2025

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				

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■ First & Last Day of School

□ Quarter / Semester End

■ School Closed

Nov. 25-29 Thanksgiving Recess  
Dec. 23-Jan. 3 Winter Break  
April 14-21 Spring Break

■ Legal Holidays

July 4 Independence Day  
Sept. 2 Labor Day  
Nov. 11 Veteran's Day  
Nov. 28 Thanksgiving Day  
Dec. 25 Christmas Day  
Jan. 1 New Year's Day  
Jan. 20 MLK, Jr. Day  
Feb. 14 Lincoln's Day (Observed)  
Feb. 17 Presidents' (Washington's) Day  
May 26 Memorial Day  
June 19 Juneteenth Day

■ Intersession

May 27-June 5 Intersession (dates subject to change)

■ Teacher Inservice Day

Classified staff check with your immediate supervisor and work calendar.  
Oct. 14

### Graduation

May 22 IHS (pm); UMHS (pm); EDHS (pm)  
May 23 ORHS (pm); PHS (pm); PCA (pm)

### Early Release Time

See site calendar for dates and times

Adopted 3/12/24

## EL DORADO UNION HIGH SCHOOL DISTRICT 2024-25 Student Calendar - Pacific Crest Academy

### July 2024

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		

### August 2024 17

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

### September 2024 20

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				

### October 2024 9 46

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	

### November 2024 28

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

### December 2024 15 43

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			

89

### January 2025 19

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

### February 2025 18

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

### March 2025 10 47

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				

### April 2025 27

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 2025 17 44

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

### June 2025

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				

91

■ First & Last Day of School

□ Quarter / Semester End

□ School Closed

Nov. 25-29 Thanksgiving Recess

Dec. 23-Jan. 3 Winter Break

April 14-21 Spring Break

□ Legal Holidays

July 4 Independence Day

Sept. 2 Labor Day

Nov. 11 Veteran's Day

Nov. 28 Thanksgiving Day

Dec. 25 Christmas Day

Jan. 1 New Year's Day

Jan. 20 MLK, Jr. Day

Feb. 14 Lincoln's Day (Observed)

Feb. 17 Presidents' (Washington's) Day

May 26 Memorial Day

June 19 Juneteenth Day

□ Intersession

May 27-June 5 Intersession (dates subject to change)

□ Teacher Inservice Day

Classified staff check with your immediate supervisor and work calendar.

Oct. 14

**Graduation**

May 22 IHS (pm); UMHS (pm); EDHS (pm)

May 23 ORHS (pm); PHS (pm); PCA (pm)

**Early Release Time**

See site calendar for dates and times

Adopted 3/12/24

EL DORADO UNION HIGH SCHOOL DISTRICT  
**Student Services and Innovation**

4675 Missouri Flat Road,  
Placerville, CA 95667  
(530) 622-5081 ext. 7224

**★ Important Information Requiring Parental Signature Enclosed**

Dear Parent(s) and Guardian(s):

Welcome to the **2024-2025** school year! This publication includes important information about your legal rights as well as provisions of the Education Code and District Board Policies and Administrative Regulations that may impact your student's education.

California Education Code Section 48980 requires governing boards of local school districts to provide an annual notification to parents and legal guardians of minor pupils of their rights regarding certain school activities. Education Code Section 48982 requires that parents/guardians print, sign, and return to school the notice acknowledging that they have been informed of their rights. The legally required notification is hereby provided:

**★ Please Print, Read, Sign, and Return the Parental Rights Acknowledgement Form to Your Student's School (page 52).**

Refer to the following resources for additional information on graduation requirements, testing, and other important topics affecting your student.

- **The Athletic Handbook** is available annually on the [EDUHSD website](#).
- **The Student Handbook** is available annually on the [EDUHSD website](#).

- [EDUHSD website](#) for parent/guardian and student information as well as District policies and regulations.

**NOTE:** For those students and parents/guardians who do not have a home computer or internet access to print any of the publications that may be available online, please contact the Counseling Office at your respective school to obtain a copy.

**UNIFORM COMPLAINT PROCEDURES**

The District maintains a uniform complaint procedure for investigating complaints of: (1) discrimination on the basis of, but not limited to, age, sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, pupil parenting or pregnancy and/or childbirth, or mental or physical disability; (2) complaints of violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Career/Technical Education, Child Development, Special Education, and Nutrition services; (3) impermissible pupil fees [EC 49010-49013]; and/or (4) violation of state or federal law. The District has designated compliance officers to receive and investigate uniform complaints that fall within these categories and ensure compliance with the law.

**Complaints Subject to UCP.**

The District is primarily responsible for compliance with federal and state laws and regulations, including those related to the prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, in programs and activities provided by the District that are subject to UCP.

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

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

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

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

Any individual, public agency or organization may file a written complaint. Complaints alleging unlawful discrimination shall be initiated not later than six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts if the alleged discrimination. Copies of the District's UCP are available free of charge from your school office or from the District Uniform Complaint Procedure Coordinator. After filling out the complaint form, it should be directed to the District Uniform Complaint Compliance Officer, Tony DeVillie. The compliance officer will investigate the complaint and provide a written report of the investigation and decision within 60 calendar days.

The District Uniform Complaint Coordinator is Tony DeVillie, Deputy Superintendent, Human Resources. The following individuals/positions are designated as UCP Compliance Officers who are responsible for handling complaints: Principals; Directors; Senior Directors; Assistant Superintendents; Deputy Superintendent; and Superintendent. All UCP Compliance Officers are knowledgeable about the laws and programs that they are assigned to investigate.

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

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

The District will post a standardized notice of the educational rights and graduation requirements of foster youth, students experiencing

homelessness, children of military families, and former juvenile court school students now enrolled in the District, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.

UCP complaints will be investigated in accordance with the District's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint unless this time period is extended by written agreement of the complainant. If dissatisfied with the District's decision, the complainant has a right to appeal the District's investigation report to CDE for programs within the scope of the UCP by filing a written appeal, including a copy of the original complaint and the District's decision, within 30 days of receiving the District's decision. A complainant may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable. (AR/BP 1312.3)

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

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

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

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

This nondiscrimination policy covers admission and access to, and treatment and employment in District programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances or complaints, or to

request a copy, free of charge, of the procedures covering discrimination complaints may be directed to the District Title IX Coordinator or the Office of Civil Rights, as appropriate. The lack of English language skills will not be a barrier to the admission and participation in District programs. The District Title IX Coordinator can be contacted at: Deputy Superintendent, Human Resources, [tdeville@eduhdsd.net](mailto:tdeville@eduhdsd.net), or Assistant Superintendent, Educational Services, [redkey@eduhdsd.net](mailto:redkey@eduhdsd.net), 4675 Missouri Flat Rd, Placerville, CA 95667.

**Transgender and Gender-Nonconforming Students.** The District prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment regardless of whether the acts are sexual in nature. (AR 5145.3) Examples of the type of conduct which are prohibited in the District and which may constitute gender-based harassment include, but are not limited to:

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

**Professional Standards.** The Governing Board expects District employees to maintain the highest ethical standards, behave professionally, follow District policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the District, advances the goals of the District's educational programs, and contributes to a positive school climate. (BP 4119.21/4219.21/4319.21)

Inappropriate conduct includes but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.

6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting District or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on District property.
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to falsifying information in employment records or other school records.
10. Divulging confidential information about students, District employees, or District operations to persons or entities not authorized to receive the information.
11. Using District equipment or other District resources for the employee's own commercial purposes or for political activities.
12. Using District equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity. Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee use of District technological resources at any time without the employee's consent.
13. Causing damage to or engaging in theft of property belonging to students, staff, or the District.
14. Wearing inappropriate attire.

**Sexual Harassment.** The El Dorado Union High School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ethnicity, national origin, immigration status, ancestry, age, creed, religion, political affiliation, gender, gender identity, gender expression, genetic information, mental or physical disability, sex, sexual orientation, marital status, pregnancy, or parental status, medical information, military veteran status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment. (AR/BP 5145.7)

The District has adopted the following strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies. The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment.

*Sexual harassment* includes but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (EC 212.5; 5 CCR 4916)

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

benefits and services, honors, programs, or activities available at or through any District program or activity.

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

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, *sexual harassment* is defined as any of the following forms of conduct that occurs in an education program or activity in which a District school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

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

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

#### EXAMPLES OF SEXUAL HARASSMENT

Examples of types of conduct which are prohibited in the District and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Massaging, grabbing, fondling, stroking, or brushing the body.
8. Touching an individual's body or clothes in a sexual way.
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex.
10. Displaying sexually suggestive objects.
11. Sexual assault, sexual battery, or sexual coercion.
12. Electronic communications containing comments, words, or images described above.

The District strongly encourages any student who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact their teacher, the principal, the District's Title IX Coordinator, or any other available

school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the District's Title IX Coordinator.

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. Disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

#### TITLE IX COORDINATOR/COMPLIANCE OFFICER

The District designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee, investigate and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title IX Coordinator(s) may be contacted at:

Deputy Superintendent, Human Resources, [tdeville@eduhd.net](mailto:tdeville@eduhd.net)

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, any available school employee or the District Title IX Coordinator. Any school employee who observes an incident or receives a report of sexual harassment involving a student shall, within 1 school day, report the observation to the principal or Title IX Coordinator, regardless of whether or not the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable District complaint procedures. **The Uniform Complaint Procedure Form may be obtained free of charge from your school office or from the District Title IX and Uniform Complaint Procedure Coordinator.**

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



counseling, suspension and/or expulsion. Additional information may be found at [EDUHSD Bullying and Harassment Prevention Information](#).

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

**Unauthorized Student Fees.** Any complaint alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities including curricular and extracurricular activities. A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. Complaints regarding student fees must be filed no later than one year from the date the alleged violation occurred. (5 CCR 4610, AR 1312.3)

**LCAP Complaint.** Any complaint alleging District noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the Local Control and Accountability Plan, including the development of a local control funding formula budget overview for parents/guardians. *A complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.* (EC 52075, AR 1312.3)

**School Plans/Site Councils.** Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding. (EC 64000-64001, 65000-65001)

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

Any complaint alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student. (EC 222)

**Foster Youth Complaint.** Any complaint, by or on behalf of any student who is a foster youth, alleging District noncompliance with any legal requirements applicable to the student regarding placement decisions, the responsibilities of the District's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or District, or country; school or records transfer, or the grant of an exemption from Board-imposed guardian requirements. (EC 48853, 48853.5, 49069.5, 51225.1, 51225.2)

**Students Experiencing Homelessness Complaint.** Any complaint, by or on behalf of a student who transfers into the District after the second year of high school and is a child or youth experiencing homelessness as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the District, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging District

noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements. (EC 51225.1)

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

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

**Course Without Educational Content.** Any complaint alleging District noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions. (EC 51228.3)

## TO FILE A UNIFORM COMPLAINT

### Filing a Complaint

Obtain a copy of the Uniform Complaint procedure and form free of charge (BP/AR 1312.3) from the school or District Title IX and Uniform Complaint Procedure Coordinator. All complaints shall be filed in writing and signed by the complainant. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer. Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging District violation of applicable state or federal law or regulations governing the programs specified in the Board Policy 1312.3 "Complaints Subject to UCP", may be filed by any individual, public agency, or organization.
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint shall be filed no later than 1 year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board.
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that they have personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than 6 months

from the date that the alleged discrimination occurred, or 6 months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

6. When a complaint alleging unlawful discrimination (such as harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When the complainant alleging unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the District's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the District shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Except as may otherwise specifically provided in other District policies, these Uniform Complaint Procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

These Uniform Complaint Procedures shall be used to investigate and resolve complaints alleging (1) unlawful discrimination, including discriminatory harassment, (such as sexual harassment, sexual violence, or harassment based on a protected characteristic), intimidation, bullying, and retaliation, and (2) violations of other state and federal laws and regulations. The steps for each type of complaint are explained below.

### **Mediation**

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

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the District shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the District shall then continue with the subsequent steps specified in Administrative Regulation 1312.3.

### **Investigation**

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

allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

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

### **Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. When an employee is found to have committed retaliation or unlawful discrimination harassment, intimidation, or bullying, the District shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

### **Appeals**

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

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

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

### **Additional Action**

For complaints alleging unlawful discrimination, harassment, intimidation, or bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. (EC 262.3)
2. For complaints alleging discrimination, including discriminatory harassment, intimidation, bullying, or sexual harassment based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of the right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (EC 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex/gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights. Instructions for filing a complaint can be found at <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. Such complaints must generally be filed within 180 calendar days of the alleged discrimination.

### **Complaints will be kept confidential.**

The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. If you have a complaint, contact a teacher, principal, supervisor, site administrator, the District's Title IX, or the District's Title II/ADA & Uniform Complaint Procedure Coordinator.

#### **El Dorado Union High School District's Title IX & Uniform Complaint Procedure Coordinator:**

Tony DeVille  
*Deputy Superintendent, Human Resources*  
(530) 622-5081, ext. 7251  
4675 Missouri Flat Road, Placerville, CA 95667

#### **Title II/ADA & Uniform Complaint Procedure Coordinator:**

Pam Bartlett  
*Senior Director of Student Success*  
(530) 622-5081, ext. 7253  
4675 Missouri Flat Road, Placerville, CA 95667

**Williams Act.** Any individual, public agency, or organization may file complaints about specified situations pertaining to instructional materials, emergency, or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancies or misassignments. Every school must provide sufficient textbooks and instructional materials. Every student, including English Learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. A complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, in all women's restrooms and all-gender restrooms, and in at least one men's restroom with feminine hygiene products. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school's administrative offices. Parents/guardians, students, teachers, or any member of the public may submit a complaint regarding these issues; however, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint form to allow the school to respond to these concerns. The District's William Uniform Complaint Procedures will be followed for these types of complaints. Complaints may be filed anonymously.

## **PARENT/GUARDIAN AND STUDENT RIGHTS**

**Parental Rights Empowerment Act of 1998.** The Education Empowerment Act of 1998 establishes various rights for parents/guardians in addition to other rights identified in this Annual Notice. Your rights as a parent or guardian include, but are not limited to, the following (*EC 51101*):

1. To observe, upon reasonable notice, instructional and other school activities in which their student is enrolled or for the purpose of selecting the school in which their student will be enrolled.
2. To meet, upon reasonable notice, with their student's teacher(s) and the school principal.
3. Under the supervision of District employees to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.

4. To be notified on a timely basis if their student is absent from school without permission.
5. To receive the results of their students and the school's performance on standardized tests and statewide tests.
6. To request a particular school for their student and to receive a response from the District.
7. To have a school environment for their student that is safe and supportive of learning.
8. To examine the curriculum materials of the class(es) in which their student is enrolled. Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments stored by the classroom teacher, including textbooks, teacher's manuals, films, tapes, and software. (*EC 49091.10*) Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions, and instructional aims of the course. (*EC 49091.14*)
9. To be informed of their student's progress in school and of the appropriate school personnel to contact in the event of problems.
10. To have access to their student's school records.
11. To receive information concerning the academic performance standards, proficiencies, or skills their student is expected to accomplish.
12. To be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving their student, and to deny permission to give the test.
14. To participate as a member of a Parent Advisory Committee, School Site Council, or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations.
15. To question, and receive an answer from the school, regarding items in their student's school record that appear to be inaccurate, misleading, or an invasion of privacy.

**Immigration and Citizenship Status.** All students have the right to a free public education, regardless of immigration status or religious beliefs. For more information, please see the resources developed by the California Attorney General at [California Department of Justice Immigration Rights](#). (*BP 0410*)

#### **Standardized Testing Exemptions.**

Pursuant to Education Code 60640, a parent/guardian may annually submit a written request to excuse their student from any or all parts of the state standardized assessment for the school year. School District staff may discuss the testing programs with parents/guardians and inform them of the availability of exemptions under Education Code 60615. However, School District staff shall not solicit or encourage any written exemption request on behalf of any student or group of students. (*EC 60615; 5 CCR 852*) (*AR 6162.51*)

**Parent/Guardian Involvement.** The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and conduct. Parents/guardians can directly affect academic success by reinforcing their children's motivation and commitment to education. The District shall include parent involvement strategies as a component of instructional planning.

Teachers and parents/guardians can better understand and meet student needs if they work together. All of our schools have a duty to communicate frequently with families and to help parents/guardians

develop skills and family management techniques that support classroom learning. Administrators and teachers should keep parents/guardians well informed about school expectations and tell them when and how they can assist their children in support of classroom learning activities. The Board encourages staff training in effective communication with families.

The Board encourages parents/guardians to serve as volunteers in the schools, attend student performances and school meetings, and participate in site councils, advisory councils, and other activities in which they may undertake governance, advisory, and advocacy roles.

School plans shall delineate specific measures that shall be taken to increase parental involvement with their children's education, including measures designed to involve parents/guardians with cultural, language, or other barriers that may inhibit such participation.

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

Volunteers shall act in accordance with District policies, regulations and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The Board prohibits harassment of any volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. (Government Code 12940)

**Career Counseling and Course Selection.** School personnel shall assist pupils with course selection or career counseling, affirmatively exploring the possibility of careers, or courses leading to careers, based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions. (BP 6164.2)

**Rights Regarding Discipline.** Parents/guardians have the following rights regarding student discipline:

- to appeal any suspension or expulsion.
- to appeal the discipline of a teacher or administrator by contacting that person's supervisor.
- to receive a written copy of the school's rules and procedures on discipline.
- to know that their children will not receive corporal punishment.

**Rights Regarding Home and Hospital.** For students who have a disability qualifying them for Special Education services, home and hospital instruction may be considered through the IEP process. When a student is hospitalized or in a residential health facility located outside the school district, it shall be the primary responsibility of the parent to apply for instruction at the School District in which the hospital is located.

Individual instruction is available to students with a temporary disability who are convalescing from an injury or temporary illness from which they can expect to return to the regular school program and said instruction is limited to one semester. Length of leave is subject to documentation by the required Physician's Statement.

Parents/guardians shall notify the principal or designee when their child is temporarily disabled and needs individual instruction at home or in a hospital or other residential health facility. (EC 48207, 48208, AR 6183)

**Determination of Student Eligibility.** Not later than 5 working days after receiving notification from a parent/guardian that a student has a temporary disability, the Superintendent or designee shall determine whether the student will be able to receive individual instruction at home or in a hospital or residential health facility. (EC 48208)

The Superintendent or designee may require verification through any reasonable means that the student is temporarily disabled and needs individual instruction.

**Provision of Individual Instruction.** Individual instruction at a student's home or in a hospital or other residential health facility shall begin no later than 5 working days after the Superintendent or designee makes the determination that the student is eligible to receive individual instruction. (EC 48207.5, 48208)

The District shall be responsible for providing individual instruction to any temporarily disabled student who is in a hospital or other residential health facility located within District boundaries, whether or not the student is enrolled in the District. If the student is enrolled in another district, the Superintendent or designee may enter into an agreement to have the student's district of residence provide the individual instruction. The Superintendent or designee may also enter into an agreement to provide individual instruction to a District student who is in a hospital or other residential health facility located within the boundaries of another district. (EC 48208)

Whenever the District provides individual instruction to a non-district student who is in a hospital or other residential health facility located within District boundaries, the Superintendent or designee shall, within 5 working days of the beginning of the individual instruction, provide written notification to the student's district of residence that, effective on the date on which individual instruction began, the district of residence may not count the student for purposes of computing that district's average daily attendance. (EC 48208)

A student receiving individual instruction in a hospital or residential health facility for a partial week shall be entitled to attend school or receive individual instruction at home on days in which the student is not receiving individual instruction in the hospital or other residential health facility if the student is well enough to do so. (EC 48207.3)

The District's attendance supervisor shall ensure that the absences of any temporarily disabled student receiving individual instruction at home or in a hospital or other residential health facility are excused until the student is able to return to the regular school program. (EC 48240)

**Return to School.** A student receiving individual instruction who is well enough to return to school shall be allowed to return to the school that the student attended immediately before receiving individual instruction if the return occurs during the school year in which the individual instruction was initiated. (EC 48207.3)

**Sexual Health and HIV/AIDS Prevention Education.** Parents/guardians have the right to excuse their student from comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education. Written and audio-visual educational materials used in comprehensive sexual health education

and HIV/AIDS prevention education are available for inspection. Comprehensive sexual health education or HIV/AIDS prevention education will be taught by school District personnel and/or by outside consultants. Parents/guardians have the right to request and review a copy of the chapter and/or instructional materials. Parents/guardians may request, in writing, that their child not receive comprehensive sexual health education or HIV/AIDS prevention education and to receive a full copy of statutory rights. (*EC 51938, AR 6142.1*)

**Access to Information on Registered Sex Offenders.** The Department of Justice shall make available information concerning persons who are required to register pursuant to Section 290 to the public via an internet website as specified in Penal Code Section 290.46 (a.) The department shall update the website on an ongoing basis. All information identifying the victim by name, birth date, address, or relationship to the registrant shall be excluded from the website. The name or address of the person's employer and the listed person's criminal history other than the specific crimes for which the person is required to register shall not be included on the website. (*PC 290.46*)

**School Accountability Report Card.** The School Accountability Report Card (SARC) provides data by which parents/guardians can make meaningful comparisons between public schools. The Superintendent or designee shall ensure that the information contained in the SARC is accessible and that the information is updated annually.

SARCs are accessible to parents/guardians and community members via the internet on the [EDUHSD website](#). Click on the drop-down link at the top of the webpage titled *Parents & Students*, then SARC. Paper copies of the SARC are available at the school site or District office upon request. (*EC 35258, BP 0510*)

## SCHOOL ATTENDANCE

**Compulsory Education.** Each person between the ages of 6 and 18 years, not exempted under the provisions of Education Code, Instruction and Services, Part 27, Chapter 2, Compulsory Education Law (commencing with Section 48200) or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education and each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 shall attend the public full-time day school or continuation school or classes and for the full-time designated as the length of the school day by the Governing Board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full-time designated as the length of the school day by the Governing Board of the school district in which the residence of either the parent or legal guardian is located. Unless otherwise provided in Education Code Section 48200, a pupil shall not be enrolled for less than the minimum school day established by law.

### **Excused Absences/Education Code 48205.**

1. Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:
  - a. Personal illness, including absence for the benefit of the student's mental or behavioral health.

- b. Quarantine under the direction of a county or city health officer.
  - c. Medical, dental, optometric, or chiropractic appointment.
  - d. Attendance at funeral services for a member of the immediate family. Such absence shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted outside of California.
  - e. Jury duty in the manner provided for by law.
  - f. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent/guardian.
  - g. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of their religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing Board.
  - h. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - i. To spend time with an immediate family member who is an active-duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee.
  - j. To attend the student's naturalization ceremony to become a United States citizen.
  - k. Participation in a cultural ceremony or event.
  - l. Participation in a civic or political event:
    - The student/guardian notifies the school prior to the absence.
    - The student shall be excused from school for this purpose for one (1) school day per school year.
  - m. Participation in religious exercises or to receive moral and religious instruction in accordance with District policy, subject to the following conditions: (*EC 46014, AR 5113, AR 6112*)
    - The student's parent/guardian shall provide written consent for the absence.
  - n. Work in the entertainment or allied industry. Students must hold a work permit in the entertainment or allied industries not more than 5 absences per school year.
  - o. Participation with a nonprofit performing arts organization in a performance for a public school audience.
2. A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a student is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

No student may have a grade reduced or lose academic credit for an excused absence when missed assignments and tests are

satisfactorily completed within a reasonable period of time. (EC 48980, 48205, AR 5113, BP 6154)

**Student Affirmation or Disavowal of Beliefs.** A student may not be compelled to affirm or disavow any particular personally or privately held worldview, religious doctrine, or political opinion. This law does not relieve students of any obligation to complete regular classroom assignments.

**Student Class Nonparticipation Rights.** Any student who has a moral objection to dissecting or otherwise harming or destroying animals shall have the right to refrain from participating in instruction that involves such activities and shall not be discriminated against because of a decision to exercise this right. (EC 32255.1, AR 5145.8)

If any part of a school's instruction in health conflicts with the religious training and beliefs of a parent or guardian of a pupil, the pupil, upon written request of the parent or guardian, shall be excused from the part of the instruction that conflicts with the religious training and beliefs. (EC 51240).

Whenever such classes are offered, the District must (a) notify parents/guardians in advance in writing, (b) provide an opportunity prior to the class for the parents/guardians to inspect all written or audiovisual materials to be used, and (c) provide an opportunity for each parent/guardian to request in writing that their child be excused from the class. (EC 51938-51939)

A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education.

Parental/guardian rights for notice, materials inspection, and opportunity to request student nonparticipation in units of instruction in venereal disease education are essentially the same as for sex education courses. (EC 51938–51939)

Written permission of the parent/guardian is required before a test or questionnaire concerning the personal beliefs of the student (or their parent or guardian) about sex, family life, morality, or religion can be administered. (EC 60614)

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

**Concurrent Enrollment.** Concurrent enrollment must be approved by the principal (or designee) and the appropriate authority of the college before the student is actually enrolled. Students may not use external course credit to replace District core academic courses required for graduation and must apply for credit with the school principal prior to enrolling in the course. Also refer to the following District policies on grading: BP/AR 5121, AR 6146.3.

**Class Loads.** Students must be enrolled in the required minimum number of credits, as follows:

HIGH SCHOOL	GRADES 9–11		GRADE 12
	MINIMUM CREDITS PER YEAR		
El Dorado Oak Ridge Ponderosa	60		50

HIGH SCHOOL	MINIMUM CREDITS PER YEAR	
Union Mine Pacific Crest Academy	30	30

Note: These class loads meet the definition of “full-time student” for purposes of Board Policy/Administrative Regulation 6145.

## GRADUATION REQUIREMENTS

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

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

**Foster Youth, Students Experiencing Homelessness, Children of Military Families, Former Juvenile Court School Students Now Enrolled in the District, Students who are Migratory, and Students Participating in a Newcomer Program.** A foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student who transfers into the district or between district schools any time after completing the second year of high school, or newcomer student who is in the third or fourth year of high school shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the additional requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer into a school by the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student, as applicable, the Superintendent or designee shall notify any eligible student, and others as required by law, of the availability of the exemption from local graduation requirements and whether the student qualifies for it. (EC 51225.1, BP 6146.1)

The Superintendent or designee shall not require or request a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or a newly arrived immigrant student participating in a newcomer program who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school, and would otherwise be entitled to remain in school, to graduate before the end of the student's fourth year of high school. (EC 51225.1, BP 6146.1)

If a foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or a newly arrived immigrant student participating in a HIGH SCHOOL GRADUATION BP 6146.1 REQUIREMENTS (continued) Policy Adopted: 1/6/76 Page 13 of 15 Revised: 3/13/12; 9/30/16; 6/27/17; 6/11/19; 12/17/19; 4/14/20; 5/12/20; 6/9/20; 6/8/21; 4/5/22; 1/10/23 newcomer program was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the person holding the right to make educational decisions for the student may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. Any such student who at one time qualified for the exemption may request

the exemption even if the student is no longer eligible. (Education Code 51225.1)

Additionally, a student with disabilities shall be eligible for an exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, if the student's individualized education program (IEP) provides for requirements set forth in Education Code 51225.31.

The District's responsibility to provide a free appropriate public education shall not terminate when a student with a disability who is exempted from district-adopted graduation requirements participates in graduation activities unless the IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education Code 51225.31)

In addition to other requirements, the District is required to accept coursework satisfactorily completed by a pupil in foster care, a pupil who is a child or youth experiencing homelessness, a former juvenile court school pupil, a pupil who is a child of a military family, students who are migratory, and students participating in a newcomer program while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and shall issue that pupil full or partial credit for the coursework completed. Eligible pupils shall not be required to retake a course if they have satisfactorily completed the entire course in a public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency. If the pupil did not complete the entire course, the local educational agency shall not require the pupil to retake the portion of the course the pupil completed unless the local educational agency, in consultation with the holder of educational rights for the pupil, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. If partial credit is awarded the eligible pupil shall be enrolled in the same or equivalent course, if applicable, so that the pupil may continue and complete the entire course. An eligible pupil shall not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California. A complaint for noncompliance may be filed under the District/COE's Uniform Complain Procedures. Eligible students should contact their counselor regarding specific qualifications and requirements.

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

**WAIVERS TO REDUCE THE TOTAL GRADUATION CREDITS TO 220 FOR STUDENTS WITH DISABILITIES.** Before the start of 12th grade, the Individual Education Program (IEP) team for each student with disabilities shall determine whether the student should apply for a waiver to reduce the overall credits required to graduate to 220, in accordance with the requirements of Independence Continuation High School. The IEP teams will assess eligibility by reviewing each student's transcripts and evaluating whether the student's disability affects their ability to meet the total credit requirements of 240 or 250 credits at Union Mine High School. Granting a diploma based on this waiver does not alter the District's responsibility to provide a free appropriate public education or constitute a change of placement.

**2027/28 GRADUATION COURSE REQUIREMENTS (BP 6146.1)**

<b>SUBJECT</b>	<b>YRS</b>	<b>UNITS EDHS/ORHS PHS/PCA</b>	<b>UNITS UMHS</b>
English	4	40	40
Mathematics (minimum of Algebra I & Geometry)	3**	30	30
Physical Science	1	10	10
Biological Science	1	10	10
Social Science			
World History	1	10	10
U.S. History / Geography	1	10	10
American Government/Civics	0.5	5	5
Economics	0.5	5	5
Visual & Performing Arts / World Language or Career Technical Education	2	20	20
Physical Education (unless exempted per Education Code 51225.3)	2	20	20
Health Education	0.5	5	5
Technology Education (minimum 5 credits): ICT Foundations or Exploring Computer Science or Project Lead The Way	0.5 or 1 or 1	5	5
Multicultural Studies Pilot/elective course in 2025-26. Required for graduation for class of 2029-30			
Core Credits (required subjects) / Elective Credits		170/70	170/80
<b>Credits Required to Graduate</b>		<b>240</b>	<b>250</b>

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

**2026/27 GRADUATION COURSE REQUIREMENTS (BP 6146.1)**

<b>SUBJECT</b>	<b>YRS</b>	<b>UNITS EDHS/ORHS PHS/PCA</b>	<b>UNITS UMHS</b>
English	4	40	40
Mathematics (minimum of Algebra I & Geometry)	3**	30	30
Physical Science	1	10	10
Biological Science	1	10	10
Social Science			
World History	1	10	10
U.S. History / Geography	1	10	10
American Government/Civics	0.5	5	5
Economics	0.5	5	5
Visual & Performing Arts / World Language or Career Technical Education	2	20	20
Physical Education (unless exempted per Education Code 51225.3)	2	20	20
Health Education	0.5	5	5
Technology Education (minimum 5 credits): ICT Foundations or Exploring Computer Science or	0.5 or 1 or	5	5

<u>SUBJECT</u>	<u>YRS</u>	<u>UNITS</u> EDHS/ORHS PHS/PCA	<u>UNITS</u> UMHS
Project Lead The Way	1		
Multicultural Studies Pilot/elective course in 2025-26. Required for graduation for class of 2029-30			
Core Units (required subjects) / Elective Units		170/70	170/80
<b>Units Required to Graduate</b>		<b>240</b>	<b>250</b>

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

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

<u>SUBJECT</u>	<u>YRS</u>	<u>UNITS</u> EDHS/ORHS PHS/PCA	<u>UNITS</u> UMHS
English	3	30	30
Mathematics (minimum of Algebra I)	3**	30	30
Physical Science	1	10	10
Biological Science	1	10	10
Social Science			
World History	1	10	10
U.S. History / Geography	1	10	10
American Government/Civics	0.5	5	5
Economics	0.5	5	5
Visual & Performing Arts / World Language or Career Technical Education	2	20	20
Physical Education (unless exempted per Education Code 51225.3)	2	20	20
Health Education	0.5	5	5
Technology Education (minimum 5 credits): ICT Foundations or Exploring Computer Science or Project Lead The Way	0.5 or 1 or 1	5	5
Multicultural Studies Pilot/elective course in 2025-26. Required for graduation for class of 2029-30			
Core Units (required subjects) / Elective Units		160/80	160/90
<b>Units Required to Graduate</b>		<b>240</b>	<b>250</b>

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

#### **GRADUATION COURSE REQUIREMENTS: CONTINUATION (BP 6146.1)**

<u>SUBJECT</u>	<u>YRS</u>	<u>UNITS</u> IHS
English	3	30
Mathematics (minimum of Algebra I)	3**	30
Physical Science	1	10
Biological Science	1	10
Social Science		
World History	1	10
U.S. History / Geography	1	10
American Government/Civics	0.5	5

<u>SUBJECT</u>	<u>YRS</u>	<u>UNITS</u> IHS
Economics	0.5	5
Visual & Performing Arts / World Language or Career Technical Education	1	10
Physical Education (unless exempted per Education Code 51225.3)	2	20
Health Education	0.5	5
Technology Education (minimum 5 credits): ICT Foundations or Exploring Computer Science or Project Lead The Way	0.5 or 1 or 1	5
Core Units (required subjects) / Elective Units		150/70
<b>Units Required to Graduate</b>		<b>220</b>

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

## **HIGH SCHOOL CURRICULUM NOTIFICATION**

**UC/CSU College Admission Requirements.** To determine the subjects that meet the following college admission courses as certified by the University of California (UC), please visit your respective high school website or log on to the following: **University of California website. A-G Requirements:**

- History/Social Science, 2 years required:** 2 years of history/social science to include 1 year of U.S. history or 1/2 year of U.S. history and 1/2 year of civics or American government; and 1 year of world history, cultures, and geography.
- English, 4 years required:** 4 years of college preparatory English which includes frequent and regular writing, and reading of classic and modern literature, poetry, and drama. Not more than 2 semesters of 9th-grade English can be used to meet this requirement.
- Mathematics, 3 years required, 4 years recommended:** 3 years, including elementary algebra, geometry, and second year (advanced) algebra. Math courses taken in the 7th and 8th grades may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.
- Laboratory Science, 2 years required, 3 years recommended:** 2 years providing fundamental knowledge in at least two of these three areas: biology, chemistry, and physics. Laboratory courses in earth/space sciences are acceptable if they have prerequisites or provide basic knowledge in biology, chemistry, or physics. Not more than 1 year of grade 9 laboratory science can be used to meet this requirement.
- World Language, 2 years required, 3 years recommended:** 2 years of the same world language. Courses should emphasize speaking and understanding and include instruction in grammar, vocabulary, reading, and composition.
- Visual and Performing Arts, 1 year required:** 1 year of art, dance, drama/ theater, or music.
- College Preparatory Elective, 1 year required:** 1 year in addition to those required in "A-F" above, chosen from the



following areas: visual and performing arts, social science, English, advanced mathematics, laboratory science, languages other than English (a third year in the language used for the "e" requirement or 2 years of another language).

**Career Technical Education, CTE.** A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. (AR 6143)

**CTE Courses that meet A-G Requirements**

CTE Course Title	Meets A-G Requirement
Introduction to Agriculture Science	G
Agriculture Biology & Sustainable Agriculture	D
Animal Science	G
Environmental Botany	D
California Natural Resources 1	G
California Natural Resources 2	G
Floral Design	F
Medical Arts / Science 2	D
Honors Project Lead The Way: Introduction to Engineering Design	G
Honors Project Lead The Way: Principles Engineering	G
Honors Project Lead The Way: Computer Integrated Manufacturing	G
Honors Project Lead The Way: Engineering Design & Development	G
Fashion Apparel & Textiles	F
Advanced Fashion Apparel & Textiles	G
ROP Dental Careers	G
Culinary I	G
Database Design & SQL Programming	G
AP Computer Science	G
AP Computer Science Principles	G
Exploring Computer Science	G

**D and F Grades.** If a student has earned a D or F in an "A-G" course, they must repeat the course with a grade of C or better in order to apply it toward their Subject Requirement. The original D or F grade will not be included in the GPA calculation, and the new grade will be used. If a student repeats a course in which they initially earned a grade of C, the second grade will not be used.

All EDUHSD comprehensive schools offer courses that meet these requirements. Please refer to the 2024-2025 Course Directory for individual course titles and descriptions.

The Course Directory also provides additional information to assist students and their parents/guardians with college admission requirements and career training programs. (AR 6146.1)

**Choosing the Right Courses.** Students are encouraged to contact their school counselor to assist with creating a strategic plan that best meets the student's individual course needs. In addition, your school's Career Center maintains an extensive library of information and resources pertaining to college and workforce preparation.

**Grants for Advanced Placement Tests.** Socioeconomically disadvantaged students may be eligible for state grants to cover the costs of advanced placement examinations. Contact your counselor for eligibility information.

**California Healthy Youth Act.** California school districts are required to ensure that all pupils in grades 7 to 12, inclusive, receive

comprehensive sexual health education and HIV prevention education. One semester of Health Education is a District graduation requirement. Parents/guardians may review the curriculum and materials used to teach the comprehensive sexual health education and HIV/AIDS prevention education portion of the Health Education curriculum by contacting their school guidance counselor or principal. Parents may request a copy of EC Part 28, Chapter 5.6 – California Healthy Youth Act. Parents/guardians may request in writing that their child not participate in the comprehensive sexual health education unit.

**Investing for Future Education:**

Higher education is expensive whether it be a local college or an out-of-state university. Parents, please be advised that it is very important to consider your investment options for your student's higher education plans. When considering appropriate investment options, please seek professional guidance. (EC 48900)

**ONLINE RESOURCES**

**Applying for College and Financial Aid:**

- [College Board.](#) Information about applying to college (calendars and action plans), financial aid, registering for the SAT, comparing schools.
- [UC Admissions.](#) Admission requirements, scholarship opportunities, dates and deadlines, information on each campus, and online application.
- [Tips for Writing the UC Personal Statement.](#) Tips on writing your UC personal statement.
- [UC Freshmen Requirements.](#) A-G subject area requirements guide - The classes you need to take.
- [California Student Aid Commission.](#) California Student Aid Commission offers information on financial aid options through the state.

**Applying for Community College:**

- [Los Rios Community College District.](#) Los Rios Community College District.
- [Sierra College.](#) Sierra College, Rocklin.
- [California Community Colleges.](#) Community Colleges outside the Sacramento Area.
- [Independent Colleges.](#) Independent California Colleges and Universities: Research private colleges in California.
- [I Can Afford College.](#) A community college website focusing on financial aid.

**Other Important Resources for Students:**

- [NCAA Eligibility Center.](#) NCAA eligibility information for student-athletes.
- [Common Application.](#)

- [CSU Application.](#)
  - [CSU - How to get to College.](#)
  - [UC Application.](#)
  - [Career Technical Education, CDE](#)
  - [EDUHSD Career Technical Education/ROP](#)
  - [CaliforniaColleges.edu](#)
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
  3. Instructional material used as part of the education curriculum.

Parents/guardians who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920**

## NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT AND EDUCATION CODE 51513.

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. (AR 5022, BP 6162.8)

Consent: A student's parent/guardian, or a student who is an adult or emancipated minor, shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following: (EC 51513; 20 USC 1232j)

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sexual behavior, attitudes or personal beliefs and practices in family life or morality.
4. Illegal, anti-social, self-incriminating, or demeaning behaviors.
5. Critical appraisals of others with whom the student has close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents/guardians.
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program.

Opportunity to opt a student out of:

1. Any protected information survey.
2. Authorized school officials may administer to any student any physical examination or screening permitted under California law. However, no student shall be subjected to a nonemergency, invasive physical examination without prior written notice to the student's parent/guardian, unless an applicable state law authorizes the student to provide consent without parent/guardian notification.
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use of:

1. Protected information surveys of students.

## STUDENTS WITH EXCEPTIONAL NEEDS

IDENTIFICATION AND EVALUATION OF INDIVIDUALS FOR SPECIAL EDUCATION (EC 56040, 56301; 20 U.S.C.1412: 35 C.F.R. § 300.111, BP 6164.4). The Governing Board recognizes the need to actively seek out and evaluate district residents from birth to age 21 who have disabilities to provide them with appropriate educational opportunities in accordance with state and federal law. The Superintendent or designee shall develop processes to determine when an individual is eligible for special education services and shall establish systematic procedures for special education program identification, screening, referral, assessment, planning, implementation, review, and triennial assessment. The Superintendent or designee shall establish a method whereby parent/guardian, teachers, appropriate professionals, and others may refer an individual for assessment for special education services. Identification procedures shall be coordinated with school site procedures for referral of students with needs that cannot be met with modifications to the general instructional program. The District's child find process includes the collection of data and, at reasonable intervals, the screening of such data to determine if students are making adequate progress, as appropriate. A student shall be referred for special education instruction and services only after the resources of the regular education program have been considered and used where appropriate. However, the district shall ensure that evaluations of children suspected of having a disability are not delayed or denied because of the implementation of response to intervention strategies. A parent/guardian or the district may initiate a request for an initial evaluation to determine if the student is a student with a disability. See the Appendix for a full version of AR 6164.4 for more information regarding the identification and evaluation of individuals for special education.

If you have reason to believe that your child (ages 0-21) has a disability requiring special services or accommodations, you should inform school officials. Your child may be evaluated to determine whether they are eligible for free special instruction or services.

**Section 504 of the Rehabilitation Act of 1973.** The El Dorado Union High School District complies with Section 504, which prohibits discrimination against students solely on the basis of a disability. Some students with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if the student has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The school District has procedures to identify and evaluate any student who may need assistance in their educational program or to provide access to District programs. Students, parents/guardians, or others who have questions

or concerns regarding the Section 504 policy may contact the coordinators for compliance with Section 504:

- School Site Coordinator of Section 504 – Contact school administration for specific names of individuals.
- District Coordinator – Pam Bartlett, Senior Director of Student Success at (530) 622-5081, ext. 7253.

A copy of the District's Section 504 Administrative Regulation can be obtained by contacting the school administration or the District's Senior Director of Student Success at (530) 622-5081, ext. 7253. Ask for Administrative Regulation 6164.6: *Identification and Education of Students with Disabilities*.

The El Dorado Union High School District does not harass, intimidate, or discriminate on the basis of race, color, ethnicity, national origin, ancestry, age, creed, religion, political affiliation, gender, gender identity or expression or genetic information, mental or physical disability, sex, sexual orientation, parental or marital status, military veteran status, or any other basis protected by law or regulation, in its educational program(s) or employment.

Complaints related to the unlawful discrimination of students with disabilities may be made in accordance with the above-mentioned regulation if a parent/guardian wishes to contest the identification, evaluation, or educational placement of a student.

**Special Education.** Special Education services and/or programs are available to all eligible students with exceptional needs. Special Education provides the continuum of Special Education support as outlined in the Individuals with Disabilities Education Act. Eligible students receive support from Special Education, 20 U.S.C. 1401 (29), as delineated on their Individual Education Plan at no cost to the parent/guardian, to meet the unique needs of individuals with exceptional needs.

In accordance with Section 300.39 of Title 34 of the Code of Federal Regulations, special education includes each of the following, if the services otherwise meet the requirements of subdivision (a):

1. Speech-language pathology services, or any other designated instruction and service or related service, pursuant to Section 56363, if the service is considered special education rather than a designated instruction and service or related service under state standards.
2. Travel training.
3. Vocational education.
  - (a) Transition services for individuals with exceptional needs may be special education, in accordance with Section 300.43(b) of Title 34 of the Code of Federal Regulations, if provided as specially designed instruction, or a related service, if required to assist an individual with exceptional needs to benefit from special education.
  - (b) Individuals with exceptional needs shall be grouped for instructional purposes according to their instructional needs.

It is the policy of the District to provide a free appropriate public education to each student with disabilities regardless of the nature or the severity of the disability.

**Special Education/Child Find.** 20 U.S.C. 1412(a) (3) The Individuals with Disabilities Education Act requires all school districts to identify, locate, and evaluate all children with disabilities through the age of 21, regardless of the severity of their disabilities. This obligation to identify

all children who may need special education services exists even if the school is not providing special education services to the child. E.C. 56031 "Special Education" means specially designed instruction, at no cost to the parent/guardian, to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with modification of the regular instruction program, and related services, at no cost to the parent/guardian, which may be needed to assist such individuals to benefit from specially designed instruction. Special Education is an integral part of the total public education system and provides education in a manner that promotes maximum interaction between disabled and non-disabled pupils in a manner that is appropriate to the needs of both. Special Education provides a full continuum of program options to meet the educational and service needs of individuals with exceptional needs in the least restrictive environment. For further information regarding Special Education programs, please contact your student's counselor or the school psychologist at your child's school.

## SERVICES TO STUDENTS WHO ARE DEAF, HARD OF HEARING, BLIND, VISUALLY IMPAIRED, OR DEAF-BLIND.

Services are provided by the State Special Schools. Assessment services and technical assistance are also offered. For more information about the State Special Schools, please visit the California Department of Education website at [www.cde.ca.gov/sp/ss/](http://www.cde.ca.gov/sp/ss/) or ask for more information from members of your child's Individualized Education Program (IEP) team.

## RIGHTS OF STUDENTS EXPERIENCING HOMELESSNESS

The Governing Board desires to ensure that students experiencing homelessness have access to the same free and appropriate public education provided to other students within the District. The District shall provide students experiencing homelessness with access to education and other services necessary for them to meet the same challenging academic standards as other students.

### Enrollment

- A student experiencing homelessness living within the District shall attend programs operated by the District unless certain conditions apply.
- The student may continue in their school of origin or school that was determined to be in best interest of the student until the student graduates.
- The student should be immediately enrolled in school even if they cannot produce records normally required for enrollment.
- A student who is transitioning from middle school to high school shall be allowed to enroll in the school designated for matriculation or a school determined to be in the best interest of the student.
- A student experiencing homelessness who enrolls in any District school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities.

### Transportation

- The student shall be provided transportation within the District's transportation system when the student is residing in the District

and the school of origin/attendance is within the District boundaries.

- The District is not obligated to provide transportation to students who continue attending their school of origin after they cease to be experiencing homelessness.

#### **Coursework, Credits, and Grades**

- When a student experiencing homelessness transfers into a District school, the District shall accept and issue full credit for any coursework that the youth experiencing homelessness has satisfactorily completed while attending another public school, juvenile court school, or nonpublic, nonsectarian school or agency and shall not require the student to retake the course.
- If a student does not complete an entire course, they shall be issued partial credits for the coursework completed.
- If partial credit has been issued to a student experiencing homelessness in any particular course, they shall be enrolled in the same or equivalent course.

#### **Graduation Requirements**

- To obtain a high school diploma, a youth experiencing homelessness shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.
- When a youth experiencing homelessness has completed their second year of high school and transfers into the District from another District or transfers between high schools within the District, the student may be exempted from District-established graduation requirements, unless the District makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the student's fourth year of high school.
- If a youth experiencing homelessness is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer experiencing homelessness or if the student transfers to another school or district.
- If it is found that youth experiencing homelessness can reasonably be able to complete the District's graduation requirements within their fifth year, the student may return for a fifth year to complete the requirements.

#### **Assistance, Concerns, or Complaints**

- Assistance regarding the educational rights of youth experiencing homelessness may be obtained by contacting the school's counseling department and requesting the site-designated Homeless Youth Liaison.
- If concerns or complaints cannot be resolved at the site level with the site Homeless Youth Liaison and school site principal, the District level Homeless Youth Liaison should be contacted:

**CHUCK PALMER**

**SENIOR DIRECTOR OF STUDENT SERVICES AND INNOVATION**

**PHONE: (530) 622-5081, ext. 7229**

**EMAIL: [cpalmer@eduhd.net](mailto:cpalmer@eduhd.net)**

- A formal complaint that the District has not complied with the requirements regarding the education of youth experiencing homelessness may be filed in accordance with the District's Uniform Complaint Procedure.
- If the complainant is not satisfied with the District's decision regarding the complaint, an appeal may be made to the California Department of Education.

District Administrative Regulation 6173 11/17, Education for students experiencing homelessness, and District Administrative Regulation 1312.3, Uniform Complaint Procedures can be found on the [EDUHS website](#).

## **RIGHTS OF FOSTER YOUTH**

The Governing Board recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption of their educational program, and emotional, social, and other health needs. To enable such students to achieve state and District academic standards, the Superintendent or designee shall provide them with full access to the District's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the District's Local Control and Accountability Plan (LCAP).

#### **Enrollment**

- A student placed in a licensed children's institute or foster family home within the District shall attend programs operated by the District unless certain conditions apply.
- The student may continue in their school of origin or school that was determined to be in the best interest of the student until the student graduates.
- The student should be immediately enrolled in school even if they cannot produce records normally required for enrollment.
- A student who is transitioning from middle school to high school shall be allowed to enroll in the school designated for matriculation or a school determined to be in the best interest of the student.
- A foster youth whose residence changes pursuant to a court order or decision of a child worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports.

#### **Transportation**

- The student may utilize the District's transportation system when the student is residing in the District and the school of origin/attendance is within the District boundaries.
- The student shall not be provided transportation if the student resides outside of the District boundaries or is attending a school outside the District boundaries.

#### **Coursework, Credit, and Grades**

- When a student transfers into a District school, the District shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, juvenile court school, or nonpublic, nonsectarian school or agency and shall not require the student to retake the courses.
- If a student does not complete an entire course, they shall be issued partial credits for the coursework completed.
- If partial credit has been issued to a foster youth student in any particular course, the student shall be enrolled in the same or equivalent course.
- The grades of a foster youth shall not be lowered for any absence from school that is due to a decision by a court or placement agency to change the student's placement or for a verified court appearance or related court-ordered activity.

#### **Graduation Requirements**

- To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.

- If a foster youth has completed their second year of high school transfers into the District from another district or transfers between high schools within the District, they may be exempted from District-established graduation requirements, unless the District makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of their fourth year of high school.
- If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student or if the student transfers to another school or district.
- If it is found a foster youth can reasonably be able to complete the District's graduation requirements within their fifth year, the student may return for a fifth year to complete the requirements.

### Assistance, Concerns, or Complaints

- Assistance regarding the educational rights of foster youth may be obtained by contacting the school's counseling department and requesting to speak with the site-designated foster youth liaison.
- If concerns or complaints cannot be resolved at the site level with the site foster youth liaison and school site principal, the District level foster youth liaison should be contacted:

**CHUCK PALMER**

**SENIOR DIRECTOR: STUDENT SERVICES AND INNOVATION**

**PHONE: (530) 622-5081, ext. 7224**

**EMAIL: [cpalmer@eduhsd.net](mailto:cpalmer@eduhsd.net)**

- A formal complaint that the District has not complied with the requirements regarding the education of foster youth may be filed in accordance with the District's Uniform Complaint Procedure.
- If the complainant is not satisfied with the District's decision regarding the complaint, an appeal may be made to the California Department of Education.

District Administrative Regulation 6173.1 12/18, Education for Foster Youth, and District Administrative Regulation 1312.3, Uniform Complaint Procedure can be found on the [EDUHSD website](#).

## STUDENT RECORDS

**Family Education Rights and Privacy Act** (FERPA) affords parents/guardians having legal custody and students over 18 years of age "eligible students" certain rights with respect to the student's education records:

1. The **right to inspect and review** the student's education records within 5 days of the date the District receives a request for access.

Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The **right to request an amendment** of the student's education records that the parent/guardian or eligible student believes to be inaccurate or misleading.

The custodial parent/guardian of a student or a student who is 18 years of age or attending an institution of post-secondary education may submit to the Superintendent or designee a written

request to correct or remove from their student's records any information concerning the student which they allege to be any of the following: (EC 49070; 34 CFR 99.20) (AR 5125.3)

- a. Inaccurate.
- b. An unsubstantiated personal conclusion or inference.
- c. A conclusion or inference outside of the observer's area of competence.
- d. Not based on the personal observation of a named person with the time and place of the observation noted.
- e. Misleading.
- f. In violation of the privacy or other rights of the student.

After considering all relevant information, the Superintendent or designee shall sustain or deny the parent/guardian's allegations. (EC 49070)

If the parent/guardian's allegations are sustained, the principal shall order the correction or removal and destruction of the information. (EC 49070)

If the principal denies the allegations, the parent/guardian may appeal to the Superintendent's designee at the District Office within 5 school days. Within 10 school days, the Superintendent's designee shall make a decision regarding the appeal. If the Superintendent's designee sustains the parent/guardian allegations, the corrections to the record shall be made.

No new information beyond what was used by the school principal to make the initial decision shall be portended or used during the appeal process. If new information is to be used, the case shall go back to the principal for reconsideration and decision.

If the Superintendent or designee denies the allegations, the parent/guardian may, within 30 school days, appeal the decision in writing to the Governing Board. Within 30 school days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the District employee who recorded the information, if they are presently employed by the District. The Board

shall then decide whether to sustain or deny the allegations. The decision of the Board shall be final. (EC 49070)

If the Board sustains any or all of the allegations, the Superintendent or designee shall immediately order the correction or removal and destruction of the pertinent information from the student's records and shall inform the parent/guardian in writing that the information has been corrected or destroyed. (EC 49070)

If the parent/guardian does not file an appeal, or if the appeal is denied by the Board, the parent/guardian shall be informed of their right to submit a written objection to the information. Any statement submitted by the parent/guardian shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the related part of the record is disclosed. (EC 49070; 34 CFR 99.21)

3. The **right to give consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. See Administrative Regulation 5125 for more information.
4. The **right to file a complaint** with the U.S. Department of Education concerning alleged failures by the District to comply

with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920**

**Legal Name and/or Gender Change.**

Upon submission of a state-issued driver's license, birth certificate, passport, social security card, court order, or other government-issued documentation, changes to a student's or former student's name and/or gender in student records shall be made. Documents conferred upon the student or former student will be updated and reissued upon request. (*EC 49062.5, 49070*) (*AR 5125, 5125.3*)

**Records and Information Available To Parents/Guardians.**

Parents/guardians have a right to access all records relating to their children (*EC 49063, 49069*). The procedures used by the El Dorado Union High School District regarding the establishment and maintenance, transfer, access, and modification of student records is available to parents/guardians upon request (*EC 49063, 49070*). District policies relating to student records include the following: BP/AR 5125, BP/AR 5125.1, AR 5125.2, and AR 5125.3. These policies/regulations are available upon request or can be found on the [EDUHSD website](#).

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the District that are directly related to an identifiable student and maintained by the District, required to be maintained by an employee in the performance of their duties, or maintained by a party acting for the District. Any information maintained for the purpose of a second-party review is considered a student record. Student records include the student's health record. (*34 CFR 99.3; EC 49061, 49062; 5 CCR 430*)

The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the District level. At each school, the principal or a certificated designee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board Policy and Administrative Regulation regarding student records. (*5 CCR 431*)

Parents/guardians have the right to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged failure by the District to comply with the provisions of Section 444 of the General Education Provisions Act. (*20 USC 1232g*)

**Directory Information.** The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the El Dorado Union High School District, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from a student's education records.

Directory information shall not be released regarding a pupil identified as a child or youth experiencing homelessness, as defined in paragraph (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 USC 11434a (2)), unless a parent/guardian, or pupil accorded parental rights, as identified in the federal Family Educational Rights and Privacy Act (20 USC 1232g), has provided written consent that directory information may be released.

However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The

primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, such as for wrestling, showing the weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. The District often partners with the El Dorado County Office of Education (EDCOE) on various projects. During school-related activities, EDCOE may take photographs and/or videos of students. These will be used for lawful purposes including, for example, such purposes as publicity, illustration, media, advertising, and web content. In addition, two federal laws require Local Educational Agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with 3 directory information categories - names, addresses, and telephone listings - unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. (*AR 5125.1*)

If you do not want the El Dorado Union High School District to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing by the end of the second week of school. The El Dorado Union High School District has designated the following information as directory information: (*EC 49063, 49064, 49068, 49073, 49074, 49076, 49076.5*)

- Student's name.
- Address.
- Telephone Number.
- E-mail address.
- Date of birth.
- Major field of study.
- Participation record in officially recognized activities and sports.
- Weight and height of athletic team members.
- Dates of attendance.
- Degrees, honors, and awards received.
- The most recent previous school attended.

Directory information does not include a student's social security number or student identification number. However, for purposes of accessing or communicating in electronic systems, directory information may include a student identification number, user identification, or other personal identifier used by the student provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (*34 CFR § 99.3*)

Directory information also does not include a student's citizenship status, immigration status, place of birth, or any other information indicating national origin.

**Records Information Available to the Military, Employers, and Colleges.**

Colleges and prospective employers, including military recruiters, shall have access to directory information. Military recruiters shall have access to a student's name, address, and telephone number unless the parent/guardian has specified in writing that the information not be released in accordance with law and Administrative Regulations.

**Cal Grant Notice of Option to Opt-Out.** According to Education Code 69432.9, each pupil enrolled in grade 12 in a California public school, other than pupils/parents/guardians who opt out, shall be deemed to be a Cal Grant applicant. (AR 5121, AR 5125)

The Student Aid Commission shall require that a grade point average be submitted to it electronically by the school, for all grade 12 pupils at public schools, each academic year, except for pupils who have opted out.

**Who can opt-out:** Until a student turns 18, only a parent or guardian may opt the pupil out. Once a pupil turns 18, only the pupil may opt themselves out.

**When to opt-out:** No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11 and the student's parents/guardians if the student is under age 18 years, that the student's GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days.

**How to opt-out:** Provide written notice to the registrar at the school where the student is enrolled and request to opt out of being deemed a Cal Grant applicant.

**Free Application for Federal Student Aid (FAFSA).** Pursuant to Education Code 51225.7, the District is required to ensure that each student in grade 12 completes and submits a FAFSA to the U.S. Department of Education or if a student is exempt from paying nonresident tuition, a California Dream Act Application (CADAA) to the California Student Aid Commission (CSAC) unless the student's parent/guardian, student if emancipated minor or age 18 years or older, submits an opt-out form to the District. If the District determines that a student is unable to complete a requirement of Education Code 51225.7, the District shall exempt the student or the student's parent/guardian from completing the FAFSA, CADAA, or opt-out form and shall complete and submit an opt-out form on the student's behalf.

**How to opt out:** The student's parent/guardian, the student if emancipated minor or age 18 years or older, submits a CSAC opt-out form to your student's counselor.

**Withholding Grades, Diplomas, and Transcripts.** Notwithstanding Section 1714.1 of the Civil Code, when a minor student willfully cuts, defaces, or otherwise injures real or personal property of the District or willfully does not return District property that has been loaned to the student, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages or the student has completed voluntary work or other nonmonetary alternative offered by the District in lieu of monetary damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000). This Administrative Regulation shall not apply to a student who is a current or former youth experiencing homelessness or foster youth. (EC 48904, 49014, AR 5125.2)

**Transfer to New School District: Notice to Rescind Decision to Withhold.** When a student who is transferring into the District has had their grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (EC 48904.3)

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this District has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.3.

The Superintendent or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district. (EC 48904.3)

**Response to Subpoena of Student Record.** The service of a subpoena upon a public school employee solely for the purpose of causing them to produce a school record pertaining to any student may be complied with by such employee, in lieu of personal appearance as a witness in the proceeding, by submitting to the court, or other agency issuing the subpoena, at the time and place required by the subpoena, a copy of such record, accompanied by an affidavit certifying that such copy is a true copy of the original record on file in the school or school office. The copy of the record shall be in the form of a photostat, microfilm, micro card, or miniature photograph or other photographic copy or reproduction, or an enlargement thereof. (EC 49078)

**Student Records: Emergency Information.** For the protection of a student's health and welfare, the District may require the parent or legal guardian of a student to keep current at the student's school of attendance, emergency information including the home address and telephone number and business address and telephone number of the parent or legal guardian, and the name and address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent or legal guardian cannot be reached. (EC 49408)

**Student Records: Immigration and Citizenship.** Pursuant to Education Code 234.7, no information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally-supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a District employee receives such a request, they shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information.

## **DISCIPLINE/CONDUCT OF STUDENTS**

**District Rules/Student Behavior Expectations.** The rules used by the District pertaining to student discipline are available to all parents/guardians upon request. (EC 35291, AR 5144, AR 5144.1)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (EC 49557.5)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4.

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in District schools in the immediately preceding school year and their effect on student learning.

**Parent/Guardian Responsibilities Regarding Discipline.** Parents/guardians have the following duties regarding student discipline. According to law, parents/guardians:

- Must attend conferences regarding the discipline of their children.
- Assume liability for willful conduct of their children which results in injury to another student or to school District personnel.
- Assume liability (up to \$10,000) for damage to school property caused by a minor's willful misconduct. (EC 35291, 35291.5, 48900.1, 48904)

## SUSPENSION AND EXPULSION

What does Suspension mean and what should parents/guardians do? Suspension means the student has so seriously violated the necessary rules of the school that the student temporarily loses the right to a public education. Parents/guardians of a suspended student are strongly encouraged to require their student to accomplish a significant amount of work for the family or for others during the suspension. Whether or not suspension becomes a "free" day for the student is determined by the parents/guardians.

What does Expulsion mean and what should parents/guardians do? Expulsion means the student has so seriously violated the rules needed for the school and other students that the student loses the right to an education provided by the District, usually for at least the current semester and one more. At the end of the expulsion term, the student has the right to a meeting to determine whether or not the student will be readmitted to school.

The District does not want to expel a student and does so only when that action seems essential to maintain the standards of the school with a focus on safety and learning on behalf of the other students and staff.

**Suspension by Principal.** Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a student, including an individual with exceptional needs, as defined in Education Code 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or Superintendent of schools determines that the student violated any of the subdivisions (a through e) of section 48900 or the student's presence causes a danger to persons. (EC 48900.5)

**Conditions for Suspension and Expulsion.** A student may be suspended or expelled for any of the acts listed below if the act is related to (1) a school activity, (2) school attendance occurring at any District school, or (3) within any other school District including, but not limited to, the following circumstances: (EC 48900(s))

- While on school premises, including school parking lots or parking areas adjacent to the school.
- While going to or coming from school.
- During the lunch period, whether on or off the school campus.
- During, going to, or coming from a school-sponsored activity.

Alternatives to suspension or expulsion will be used against students who are truant, tardy, or otherwise absent from assigned school activities. (EC 48900 (w) (1))

**Grounds for Suspension and Expulsion.** Students may be suspended or recommended for expulsion when the Superintendent, principal, or principal's designee at the school in which the student is enrolled determines that the student has done any of the acts listed below: (EC 48900)

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury. (EC 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any **firearm, knife, explosive, or other dangerous object** unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (EC 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any **controlled substance**, as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind. (EC 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any **controlled substance**, as defined in the Health and Safety Code 11053-11058, **alcoholic beverage** or **intoxicant** of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcohol beverage or intoxicant. (EC 48900(d))
5. Committed or attempted to commit **robbery or extortion**. (EC 48900(e))
6. Caused or attempted to cause **damage** to school property or private property. (EC 48900(f))
7. Stole or attempted to steal school property or private property. (EC 48900(g))
8. Possessed or used **tobacco** or any products containing tobacco or **nicotine products** (except as an ingredient of a prescribed drug that requires ingestion during school hours), including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Note—This includes electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products. (EC 48900 (h)).
9. Committed an **obscene act** or engaged in habitual **profanity or vulgarity**. (EC 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any **drug paraphernalia**, as defined in Section 11014.5 of the Health and Safety Code. (EC 48900(j))
11. Knowingly received **stolen** school **property** or private property. (EC 48900(l))
12. Possessed an **imitation firearm**. An imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (EC 48900(m))
13. Committed or attempted to commit a **sexual assault** as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code, or committed a **sexual battery** as defined in Section 243.4 of the Penal Code. (EC 48900(n))
14. **Harassed, threatened, or intimidated** a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being



a witness and/or retaliating against that student from being a witness. (EC 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription **drug, Soma**. (EC 48900(p))
16. Engaged in, or attempted to engage in, **hazing** as defined in Section 32050. (EC 48900(q))
17. Engaged in an act of **bullying**. **Bullying means any pervasive physical or verbal act or conduct**, including communications made in writing or by means of an electronic act, directed toward one or more students that can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to themselves or their property; cause the student to experience a substantially detrimental effect on their physical or mental health; or cause the student to experience substantial interferences with their academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation as defined in Education Code 48900(r), 48900.2, or 48900.3. or 48900.4 Bullying also includes an act of cybersexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have 1 or more of the effects of bullying described above. Cybersexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager of a communication including, but not limited to:

- A. A message, text, sound, video, or image.
- B. A post on a social network Internet website, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (EC 48900(r)(2)(A))

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31. (EC 48900(t))
19. Made terrorist threats against school officials and/or school property. (EC 48900.7)

**Additional Grounds for Suspension and/or Expulsion.** Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (EC 48900(k))

A student in grades 9-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

1. Committed sexual harassment as defined in Education Code 212.5. Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact on the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (EC 212.5, 48900.2, AR 5144.1)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. *Hate violence* means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (EC 233, 48900.3; PC 422.55)
3. Intentionally engaged in harassment, threats, or intimidation against District personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (EC 48900.4)

#### **Expulsions.**

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent or principal shall recommend a student's expulsion for any of the following acts: (EC 48915, AR 5144.1)

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than 1 ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for their use or other medication prescribed for the student by a physician.
4. Robbery or extortion.
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

#### **Suspension from Class by a Teacher and Parental Attendance.**

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as items #1-19 under "Grounds for Suspension and Expulsion" above or for disruption or willful defiance at any grade level. (EC 48910, AR 5144.1)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (EC 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, the student shall be appropriately supervised during the class periods from which the student has been suspended. (EC 48910, AR 5144.1)

As soon as possible, after the teacher decides to suspend the student, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (EC 48910, AR 5144.1)

A student suspended from class shall not be returned to class during the period of suspension without the approval of the teacher of the class and the principal or designee. (EC 48910, AR 5144.1)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which the student was suspended. (EC 48910, AR 5144.1)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. Students who are suspended for two or more days will be provided with the homework assigned during the period of suspension. (EC 48913, AR/BP 5144.1)

**Pursuant to Board Administrative Regulation 5144.4**, whenever a teacher requires a parent/guardian to attend a portion of a school day with their child for the child's commission of an act specified in Education Code 48900(i) or (k), the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is required pursuant to law. (EC 48900.1)

This notice shall:

1. Inform the parent/guardian of the date that their presence is expected, the length of the visit, and by what means they may arrange an alternate date.
2. State that if the parent/guardian does not have a means of transportation to school, they may ride the school bus with the student.
3. Direct the parent/guardian to meet with the principal after the visit and before leaving school.
4. Direct the parent/guardian to contact the school if there are reasonable factors that would prevent them from complying with the attendance requirement.

**Smoking or Use of Tobacco or Nicotine Products.** The use of tobacco products or any products containing tobacco or nicotine is prohibited at all times on District property and in District vehicles. This prohibition applies to all parents/guardians, employees, students, visitors, and other persons.

**Search and Seizure.** Please note that searches of students, their belongings, and their vehicles parked on District property and District properties under the student's control, including lockers, desks, and cell phones may occur if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Searches will not be excessively intrusive and will be reasonably related to the reasons for the search. (EC 49050-49051, BP 5145.12)

## OTHER RESTRICTIONS

**Cell Phones and Electronic Devices.** Students may use cell phones, smart watches, pagers, or other mobile communication devices on campus during noninstructional time as long as the device is utilized in accordance with law and any rules that individual school sites may impose.

Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7, BP 5131.8)

1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator.

3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being.
4. When the possession or use is required by the student's individualized education program.

Smartphones and other mobile communication devices shall not be used in any manner that infringes on the privacy rights of any other person.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a District employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device that poses a threat or danger to the safety of students, staff, or District property or substantially disrupts school activities.

The District is not responsible for a student's mobile communication device that is brought on campus or to a school activity and is lost, stolen, or damaged. (BP 5131.8)

**Access to Internet information.** Internet service is available to students and staff in the El Dorado Union High School District who participate in a District training course. The El Dorado Union High School District strongly believes in the educational value of such electronic information services and recognizes their potential to support our curriculum and student learning in our District. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The internet offers access through networked computers to data and people throughout the world. Students and staff can use the internet to:

- Participate in global discussion groups through the use of electronic mail.
- Retrieve information and images from institutions such as NASA, the Smithsonian, and the Library of Congress.
- Access on-line catalogs for California State University, University of California, and other university libraries.
- Collaborate with students from other schools to collect and analyze data in shared research projects.
- Exchange ideas with students from other parts of the world.
- Retrieve current data from government agencies such as the National Oceanic and Atmospheric Association (NOAA).

The District's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national

origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking".
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

The Acceptable Use Agreement must be signed by the student and the student's parent or guardian. Students who wish to use internet resources should review the contract carefully with their parents/guardians.

Students and parents/guardians should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution.

**Cyberbullying.** Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation, sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, websites, or fake profiles. (AR 5131.2)

Cell phones may be searched based on reasonable grounds for suspecting cyberbullying.

**Dress and Grooming.** The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, personal items, and personal body art shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, sexually suggestive, or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstances deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

No grade of a student participating in a physical education class shall be adversely affected if a student does not wear standardized physical education apparel because of circumstances beyond the student's control. (EC 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (EC 35183.5)

**Skateboards, Roller Skates, Roller Blades.** These are not allowed on campus.

**Closed Campus.** In order to keep our students in a supervised, safe, and orderly environment, the Governing Board establishes a closed

campus at all District schools. Students shall not leave school grounds at any time during the school day without express permission of school authorities. Students who leave campus without authorization shall be considered to have an unexcused absence and be subject to disciplinary action. (BP 5112.5)

## BUS RIDERSHIP

The drivers of school buses are professionally trained individuals with a high standard of excellence who possess technical skills, knowledge of laws and regulations, policies, and first aid/CPR. Driver training is ongoing in regards to the knowledge, skills, and abilities for safe operation of a school bus. While the school bus driver is primarily responsible for student safety, **students also have responsibilities** in maintaining a safe school bus system.

For a complete list of school bus stops please refer to the [EDUHSD website](#).

**Safety Rules for Riding the Bus.** (AR 3543)

1. **Loading.** Be on time to your designated bus stop. We ask all students to arrive at the bus stop **no more than 5 minutes** before their bus is due to arrive. Walk safely, and never run to or from the bus. If you are riding a different route or using a different stop than your designated stop, bring a signed permission note from your parent/guardian. Wait for the bus in a safe place, clear of traffic. Avoid horseplay and respect the privacy and property of others while waiting for the bus. Form an orderly line facing the direction from which the bus will approach the stop. Do not move toward the bus until the school bus is completely stopped and the door is open. The driver must stop the bus a minimum of 12 feet away from the closest student. Enter the bus in an orderly manner; use the handrail and go directly to your seat. If you are late to the bus stop and must cross the street, do not run across. The driver must activate the flashing red light on the school bus— **THIS IS THE LAW.** The driver will secure the bus, check traffic, and tell you when it is safe to cross in front of the bus to board. **Never cross the street behind a school bus.**
2. **Unloading. Remain seated until the bus is completely stopped and the door is open.** Exit the bus in an orderly manner, no jumping or stepping on seats or skipping steps; use the handrail. Alternate seats front to rear when leaving. Those in the back seats should wait until the seat in front of them is empty before standing. Move completely away from the bus and out of the danger zone (the outside area within 12 feet around the school bus). Never retrieve anything from under the school bus without the bus driver's permission. Never chase a bus after it has pulled away from the bus stop. **Red light crossing stops**— On a highway or private road, the law and District policy mandate that all students must cross the street only when the red flashing lights of the bus are on. For safety and expediency, students should wait for the driver to tell them to cross; walk promptly, straight across the street in front of the bus. Failure to follow these procedures while crossing the street may result in a loss of school bus privileges (home-to-school and field trip transportation).
3. **Riding the School Bus.** Always listen to and cooperate with your driver, who is in charge at all times. Learn and obey the standard school bus rules that are posted inside the bus. Parents/guardians can be very helpful by supporting their child's bus driver and backing up their authority. Take your seat, face forward, feet on the floor, and remain seated at all times when the bus is in motion. Do not throw or pass objects to someone

outside the bus. **Keep your head, arms, and feet inside the bus at all times.** Be respectful of the rights of everyone on the bus by not using profanity or profane gestures. Talk quietly with fellow students on an appropriate topic; keep your hands to yourself. Never throw things in or out of the bus. Take litter with you as you get off the bus. **Any kind of glass, balloons, and animals, including insects,** (except for permission for service guide dogs per Health and Safety Code) **are not allowed on the bus.** Do not allow large objects to block the aisles or emergency exits; please do not place objects on the rear window shelf.

4. **Danger Zone.** Most injuries and deaths involving school buses occur outside the bus. Although there are mirrors, at times the driver cannot see people close to the bus. Children who do not move completely away from the bus could have their jacket or backpacks snagged on the bus, or they could be pushed down by the front part of the bus and then crushed by the tires.
5. **STUDENTS SHOULD NEVER REACH UNDER THE BUS TO GET SOMETHING THEY HAVE DROPPED! ALWAYS GET HELP FROM THE DRIVER! NEVER TOUCH PARTS OF THE BUS EXTERIOR, NEVER TRY TO RIDE THE BUMPER, AND NEVER RACE THE SCHOOL BUS!** You could lose your footing, fall, and be run over by the bus.
6. **Emergency Situations.** A school bus is actually safer to ride than the family car, but accidents can still happen. **If there is an accident,** stop talking. Stay calm and listen to your driver's instructions. Do not touch emergency equipment unless told to do so.

**The driver may tell you to evacuate** if there is a fire (or danger of one), or if the bus is in an unsafe position, such as on the edge of a cliff, in the middle of heavy traffic, or at a railroad-grade crossing. **If you have to evacuate,** do not crowd the aisle. Take only what you have on; leave your backpack and any other carry-on items. Keep going toward the exit, do not stop to watch what your friends are doing. Wrap any loose clothing around you so you will not get caught on the handrail, door, or other part of the bus. Keep your hands free; leave any belonging(s) behind. If you have to jump from an exit, duck your head and bend your knees. *The District conducts annual drills to practice safe evacuation.* During these practice drills, your driver will show you where to find the first-aid kit and fire extinguisher, and how to use them. You will also be shown how to open emergency exits, use a 2-way radio, set the parking brake, and make an emergency call using the cellular phone. If your driver is injured in an accident, they might need your help. *Take evacuation drills seriously.*

#### **Behavior Expectations While on the Bus:**

1. All school rules apply on the bus.
2. Follow the directions of the driver.
3. Stay seated at all times while the bus is moving.
4. Be courteous; keep hands and feet to yourself.
5. No swearing, rude gestures, teasing, put downs, or excessive noise.
6. No tobacco products of any kind, including lighters or matches.
7. No drugs or alcohol.

The riding of school buses by students is a privilege, not a right. If you choose to not follow the school bus rules, you may lose your bus-riding privileges. The CA Education Code provides for school districts to charge for students being transported. See [EDUHSD website](#) for additional transportation information.

## **HEALTH**

**Health Office/School Nurse/Health Technicians.** School nurses and health technicians strengthen the educational process by assisting students to attain and maintain a healthy status that will enable them to take maximum advantage of their educational opportunities. A health office is staffed at each school site. This office provides care to students who are ill or injured, as well as those who need medications. The school nurse also trains other school personnel to care for students in their absence. The school nurse is responsible for providing health assessments for students with IEPs or 504 Plans, conducting vision and hearing screenings, maintaining health records for each student, assessing students' immunization records, recommending measures to control infectious and contagious diseases, providing health counseling and referrals for students, parents/guardians, and staff, and providing support for the health education curriculum. (AR 5141.6)

**Injury or Illness During School Hours.** If a student becomes ill or is injured at school, they need to report to the health office so that necessary assistance can be provided. **Please remember to inform the school office of any changes in your student's emergency information.** It is essential that we have current information so we can reach parents/guardians in an emergency.

**Medication at School.** In accordance with California state laws, **medications are not allowed at school unless** all of the following conditions are met: (AR 5141.21)

1. A **Medication in School form** or similar authorization must be completed by the parent/guardian and physician. Forms are available from the school's health office.
2. All medication administered at school, even if sold over the counter, must be prescribed by a physician.
3. Parents/guardians must provide medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider.
4. All medications are kept locked and accessible only to those persons who administer them. The only exceptions are certain emergency medications or medication a student must carry for an existing medical condition as documented by a physician, such as inhalers for asthma. The same authorization form is required for all medications. (EC 49422, 49423, 48900)
5. Any student who is required to take, during the regular school day, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel. Students may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication if the school District received the **Medication in School form.**

**Note—Students cannot be in possession of over-the-counter medications, diet pills, or any other form of medication without completing the Medication in School form. Any violation of this will result in disciplinary action.**

6. Parent/guardians shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes.
7. If the student is on a continuing medication regimen for a non-episodic condition, inform the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician as well as updating the information when needed.
8. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may

counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavior signs and symptoms of adverse side effects, omission or overdose.

**Immunizations.** To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with state and local public health agencies to encourage immunizations of all District students against preventable diseases.

Each student enrolling for the first time in a District school shall present an immunization record for any authorized private or public health care provider certifying that the student has received all immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law. (BP 5141.31)

The District, while cooperating with the local health officer, may permit a licensed physician, surgeon, or other statutorily authorized health care practitioner to immunize pupils for a communicable disease with the written consent of a parent/guardian. (EC 49403)

**Medical Assistance at School.** In order to facilitate contact in case of an emergency or accident, the principal or designee shall annually request that parents/guardians provide the following information:

1. Home address and telephone number.
2. Parent/guardian's business address and telephone number.
3. Parent/guardian's cell phone number and email address, if applicable.
4. Name, address, and telephone number of an alternative contact person to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached.
5. Local physician to call in case of emergency.

In addition, parents/guardians shall notify the school whenever their emergency contact information changes.

Whenever a student requires emergency or urgent medical treatment while at school or a school-sponsored activity, the principal or designee shall contact the parent/guardian or other person identified on the emergency contact form in order to obtain consent for the medical treatment.

If the student's parent/guardian or other contact person cannot be reached to provide consent, the principal may seek reasonable medical treatment for the student as needed, unless the parent/guardian has previously filed with the District a written objection to any medical treatment other than first aid. The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (EC 49414)

**Confidential Medical Services.** School authorities may excuse any student in grades 7–12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian as permitted by law. (AR 5113)

**Medical and Hospital Services.** The Superintendent or designee may provide or make available medical and/or hospital service for students who are injured on school grounds during the school day, at any other place that a school-sponsored activity is being held, or while being transported by the District to and from school, another place of instruction or a school activity.

The costs of the medical and/or hospital service for such students may be paid by either the District, the student, or the student's parent/guardian. (EC 49472)

**Oral Health Services/El Dorado Smiles.** School and District staff work with the El Dorado County Oral Health Program, El Dorado Smiles, to help provide access to dental care including the opportunity pursuant to Health and Safety Code 104830-104865 for children to receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agent to the teeth during the school year. Such application of fluoride or other decay-inhibiting agent shall only be provided to a student whose parent/guardian returns the notification with an indication consenting to the treatment. (Health and Safety Code 104830, 104850, 104855) (AR 5141.6)

**Physical Examinations.** A parent/guardian may annually file a written statement with the principal withholding consent to the physical examination of their child. Any such student shall be exempt from any physical examination but shall be subject to exclusion from attendance when contagious or infectious disease is reasonably suspected. (EC 49451; 20 USC 1232h, AR 5141.3)

**Health History Records.** The Superintendent or designee shall maintain the confidentiality of student health records in accordance with law.

**Synthetic Drugs.** Synthetic drugs that are not prescribed by a physician, such as fentanyl, are dangerous and can be deadly. Parents or guardians are informed of the possibility that dangerous, synthetic drugs can be found in counterfeit pills.

**Type 2 Diabetes:** Specific information on type 2 diabetes is available at <https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>. It is recommended that students possibly suffering from type 2 diabetes or having warning signs should be screened. (EC 49452.7)

**EDUHSD Breakfast and Lunch Program.** Every student attending school is eligible for one free breakfast and one free lunch each school day. Students participating in the EDUHSD Online Distance Learning Program may contact the district's Nutrition Services Director to make arrangements for school meals. Families are encouraged to submit the meal application online at [www.eduhsdnutrition.net](http://www.eduhsdnutrition.net).

**Emotional Well-Being.** The El Dorado Union High School District is committed to assisting families with accessing health-related services. If your student has needs relating to mental health or emotional well-being, please contact your school counseling office for assistance. Please refer to the enclosed **Crisis Resource** flyer for more information.

**Suicide Prevention.** Suicide is a serious public health problem that takes an enormous toll on families, students, employees and communities. Suicide prevention involves the collective efforts of families/caregivers, the school community, mental health practitioners, local community organizations, and related professionals to reduce the incidence of suicide through education, awareness, and services. Please contact your school Counseling Office for assistance. Please refer to the enclosed **Crisis Resource** flyer for more information.

# Crisis Resources



## 24/7 Emergency Hotline and Crisis Intervention

- Crisis Text Line - Text **HOME** to **741741**
- Youth National Suicide Prevention Lifeline:  
800.273.8255
- El Dorado County CRISIS HOTLINE West Slope:  
530.622.3345
- RAINN National Sexual Assault Hotline:  
800.656.HOPE
- The Trevor Project: Lifeline for LGBTQ+:  
866.488.7386 or Text **START** to **678-678**

## Non-Emergency Resources

### On-Site Support:

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

### Community Support:

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

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

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

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

## El Dorado Union High School District Health Services

[www.eduhsd.k12.ca.us/Student-Success/Health-Services](http://www.eduhsd.k12.ca.us/Student-Success/Health-Services)

## Sierra Child & Family Services and EDUHSD Wellness

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

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



# Enroll. Get Care. Renew.

## FREE MEDI-CAL OR LOW-COST COVERED CALIFORNIA EXISTS FOR MOST LOW-INCOME CALIFORNIA FAMILIES.

- ▶ **Medi-Cal** is a public health insurance available to low-income Californians. Starting January 1, 2024, all income-eligible Californians qualify for full scope Medi-Cal benefits REGARDLESS OF AGE OR IMMIGRATION STATUS. Full scope Medi-Cal covers more than just care when you have an emergency. It provides medical, dental, mental health, and vision (eye) care. Applying for Medi-Cal via the Covered California website is the fastest way to get covered.
- ▶ **Covered California** is a free service for individuals and families to get free or low-cost health insurance OR to get help paying for private health insurance. More information on page 2.

## APPLY for Medi-Cal or Covered California:

- ☎ **By phone:** 1(800) 300-1506
- 🌐 **www.CoveredCA.com** (Covered CA and Medi-Cal)  
**www.BenefitsCal.com** (Medi-Cal)
- 🚶 **In-person:** <https://bit.ly/3Tk3cXV>
- ✉ **Apply by mail:** Medi-Cal printable applications here: <http://bit.ly/3RRENK>

### Need Help?

Find Help in Your Community and More!  
Scan this QR code.

[www.allinforhealth.org](http://www.allinforhealth.org)



## The 6 Step Roadmap to Medi-Cal



For more detailed information about how to Enroll, Get Care, and Renew Medi-Cal, please see page 2.



This flyer was created with the support of the Whole Child Equity Partnership.



# The 6 Steps to Medi-Cal

## STEP 1

### Check Your Eligibility

Children, pregnant and 12 months postpartum individuals have higher income eligibility levels than other adults. Your child(ren) may still qualify for Medi-Cal even if adult family members do not qualify.

**If your income is above the Medi-Cal eligibility level, you may qualify for Covered California.** If so, Medi-Cal will forward your information to Covered California, which will send you information about your automatic enrollment and what you need to do to activate it. [See the income limit chart.](#)

## STEP 2

### Enroll.

Apply for Medi-Cal in person, online, by mail, by phone, or find help in your community. Go to page 1 for more information or enroll at [www.CoveredCA.com](http://www.CoveredCA.com)

## STEP 3

### Eligibility Determination

After you apply:

- ▶ You will receive a **Notification of Likely Eligibility** by mail. **NEW!**—many Medi-Cal eligible applicants can now receive real time enrollment. This means that once the application is received, **you will have full coverage while the county processes the application.** For the fastest "real-time" enrollment, apply for Medi-Cal through [www.CoveredCA.com](http://www.CoveredCA.com) (applications submitted by mail start accelerated enrollment when the county receives the application).
- ▶ You will receive a **Final Notice of Action** notifying you whether you can receive Medi-Cal. If you are denied Medi-Cal, you have the right to appeal. Ask for a **State Fair Hearing** by calling 800-952-5253, or by requesting it in writing.
- ▶ It can take up to 45 days to receive your Medi-Cal card in the mail after you apply, if you are eligible.

## STEP 4

### Select a Health Care Plan

**You must choose a health plan within 30 days of receiving your health plan options in the mail. If you do not choose a plan within 30 days, Medi-Cal will choose a plan for you.**

The health plans available to you **depend on what county you live in.**

- ▶ Go to the Medi-Cal [Managed Care Health Plan Directory](#) to find your options.
- ▶ Visit the [Health Care Options](#) website for more information.

## STEP 5

### Get Care.

**Find a primary care doctor. Ask your health plan for help locating an available doctor near you.** Your health plan is required to help you make appointments, get interpretation services, **get free transportation to appointments,** and use telehealth.

Medi-Cal covers ALL COSTS for screenings, mental health, vision, dental services, and all other medically necessary care.

**Find a dental home.** Medi-Cal offers dental benefits to both children and adults. Visit [SmileCalifornia.org](http://SmileCalifornia.org) to find a Medi-Cal dentist.

**Kids and Teens.** Medi-Cal for Kids & Teens provides free services to keep your child healthy from birth to age 21. For more information, visit: <https://bit.ly/3T1Ga8e>



### 2024 Financial Help

**You or your family may qualify for free Medi-Cal or premium assistance under Covered California.**

For information on calculating income and household size, visit:

[www.allinforhealth.org/financial-help](http://www.allinforhealth.org/financial-help)

## STEP 6

### Renew.

It's important to ensure that Medi-Cal has your current address and updated phone number so that when it's time to renew your coverage, they can contact you. If you receive a renewal notice, be sure to act!

**Follow these steps:**

- ▶ Set up a [BenefitsCal.com](http://BenefitsCal.com) account to get renewal updates.
- ▶ Submit changes to your contact information so Medi-Cal can contact you about renewals.
- ▶ Fill out and submit renewal forms when they are received (online, phone, mail, or in person).

**Often when family income increases, your child(ren) may still qualify for Medi-Cal even if adult family members no longer qualify.** Fill out and submit Medi-Cal renewal information to keep your child(ren)'s free Medi-Cal coverage even if you may be enrolled in employer coverage or Covered California.

Children in foster care and former foster youth are not required to renew their coverage. Postpartum individuals also do not need to renew their coverage within 12 months postpartum.



### Covered California

**If you are ineligible for Medi-Cal:**

- ▶ Covered California offers a selection of health plans. They help in comparing and choosing a health plan that works best for each person. To learn more, visit: [www.CoveredCA.com](http://www.CoveredCA.com)
- ▶ Many Californians may qualify for financial assistance via a Premium Tax Credit or reductions in what enrollees pay for their health care (known as cost-sharing reductions).
- ▶ Open enrollment is the time of year when everyone can apply for a plan through Covered California. Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.

[www.allinforhealth.org](http://www.allinforhealth.org)

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# El Dorado Union High School District Wellness Policy

## Introduction

The El Dorado Union High School District’s Board of Trustees recognizes that healthy, nutritious food is essential to a student’s health, development and ability to learn. Well-nourished students have higher test scores, increased school attendance, improved concentration and improved classroom behavior. The District has developed a Wellness Policy that is focused on improving the health and well-being of our students and staff. The policy was developed in conjunction with the District’s Wellness Council, which includes students, staff and members of the community.

## What is a Local School Wellness Policy

A local school wellness policy (“Wellness Policy”) is a written document that guides our District and Schools’ effort to establish a learning environment that promotes students’ health, well-being, and ability to succeed. The El Dorado Union High School District is pleased to work collaboratively with students, staff and members of the community to ensure compliance with the requirements of the Local School Wellness Policy.

## Highlights

The District is committed to providing school environments that promote and protect student’s health, well-being, and ability to learn by supporting healthy eating and physical activity. A few of the District’s Wellness Policy highlights include the following:

- ⊕ All food and beverages served, offered and sold during the school day meet or exceed the USDA’s School Nutrition Standards. This includes snacks that are not part of a federally reimbursed child nutrition program. Classroom and School-wide celebrations will comply with the District Wellness Policy and USDA’s School Nutrition Standards.
- ⊕ All students in grades 9-12 shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education, school athletic programs, extracurricular programs, and before and after school programs.
- ⊕ Staff should not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually as rewards for academic performance or good behavior. Staff will not withhold food or beverages (including food served through the Child Nutrition Program) as a punishment.



### Wellness Policy and Regulations

#### Student Wellness

- ⊙ Board Policy 5030

#### Food Services/Child Nutrition Program

- ⊙ Board Policy 3550
- ⊙ Administrative Regulation 3550

#### Food Service Operations/Cafeteria Fund

- ⊙ Board Policy 3551
- ⊙ Administrative Regulation 3551

#### Free and Reduced Priced Meals

- ⊙ Board Policy 3553

#### Other Food Sales

- ⊙ Board Policy 3554
- ⊙ Administrative Regulation 3554
- ⊙ California Department of Education Competitive Food Reference-Public Schools.

#### Physical Education & Comprehensive Health Education

- ⊙ Board Policy 6142.7
- ⊙ Administrative Regulation 6142.8



#### Key things you need to know about leading a healthy lifestyle are:

- Eat a healthy diet that includes fruits, vegetables and whole grain products.
- Control portion sizes and never “Super Size”.
- Get active for at least 60 minutes, five times a week.
- Avoid tobacco and illegal drugs all together!

## **SAFETY**

**Asbestos.** The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires all schools be inspected to identify any asbestos containing building materials, develop a management plan based on the findings of the inspection, and outline the District's intent in controlling the potential for exposure to airborne asbestos fibers in schools.

The primary concern arises when materials containing asbestos become damaged or deteriorate to the point of releasing fibers into the air (friable asbestos). Recent inspections have shown that some asbestos-containing materials were identified in some of our buildings. The inspection of our schools is complete and some asbestos containing materials were identified and naturally occurring asbestos was identified on some of the fields at Oak Ridge High School. All of these areas have been fully mitigated and are continually monitored. All District facility buildings containing asbestos are inspected by an outside contractor every 3 years, as required by the United States Environmental Protection Agency (USEPA) and re-inspected by site staff or an outside contractor every 6 months, as required by the USEPA. If any material was to become friable, it would be removed or contained. The District Management Plan outlines in detail the methods used to maintain the materials in a safe manner. A copy of the Management Plan is on file in the District maintenance office and at each school's administrative office. (AR 3514)

**Pesticide Use.** The names of all pesticide products expected to be applied at the school site during the upcoming year are set forth on the attached list. Information on pesticides and pesticide use reduction developed by CA Dept. of Pesticide Regulation is available at <https://apps.cdpr.ca.gov/schoolipm/>. Parents/guardians may register with the school site to receive notification of individual pesticide applications at the school site. Parents/guardians have the right to view a copy of the school site plan in the school office. Please see attached **Annual Notification of Pesticide Active Ingredients and Expected Pesticide Use.** (AR 3514.2)

**District/School Emergency Response Plans.** Board Policy 0450 dictates that the Board of Trustees perform an annual review of the District and School Safety Plans by March 1 of each year. A binder containing the District emergency policies and the individual site emergency response plans is available at each school site and the District Office. Parents/guardians are invited to review emergency procedures. (EC 32282)

**Lockdown/Evacuation Information.** Each school has specific plans in place to keep students and school personnel safe in the event of an emergency during the school day. School officials will be in constant communication with emergency personnel at the scene to assess the level of threat and recommended precautions and safety measures. The following are **guidelines for parents/guardians** should an emergency require a lockdown or evacuation:

1. To avoid further confusion and chaos, please do not come to the school site with the intent of picking up your student nor enter the campus during a crisis. You may be unaware that your presence could cause unintended consequences and expose others to a potentially dangerous situation.
2. Keep phone lines free for purposes of communication from the school District via the automated phone system. You will be notified about the appropriate protocol based on the event. When applicable, parents/guardians will be informed of the designated

place to pick up their student or whether their student has been bused to a designated location.

3. When appropriate, keep informed of the event by listening to the radio or monitoring the situation on television.
4. Do not speculate and give false information about what has taken place.
5. If you receive information of a threat to the school, notify law enforcement immediately.

The following suggestions are provided to aid parents/guardians with maintaining a sense of calm during such an emergency:

1. Take notes, with times and dates. List questions you may have. Record your thoughts as the event unfolds to help in assimilating the experience.
2. Prior to any crisis, discuss family protocol for a rendezvous point. Develop a list of emergency contact numbers. Share suggestions and strategies with others.
3. In the event of an emergency, if you find yourself reacting physically (rapid heart rate, increase in breathing, sweating, etc.), attempt to relax by taking slow deep breaths. These are normal reactions to an abnormal situation. Acute stress or panic may compromise your ability to make good decisions and can place you or someone else in danger.
4. Stay connected to family and friends for support. Acknowledge and speak to those around you of the impact the event is having on you.
5. Make an effort to maintain a normal routine while waiting for the crisis to be resolved.

A School Safety Plan (Emergency and Disaster Preparedness Plan) is maintained at each school site. These plans are systematically reviewed and refined on an ongoing basis (see District/School Emergency Response Plans above). Parents/guardians are welcome to make an appointment with the principal's office to view the plan. Parents/guardians are also encouraged to log on to the District website to review the school District's policies on emergencies.

**Darkened Campus at Night.** Campus lights are turned off between the hours of 12 a.m. and 6 a.m., unless there is a special activity during these hours. This policy reduces vandalism and saves energy costs. Students going to campus to pick up forgotten items in their lockers should do so during daylight hours for their protection against accidents.

**Registration of Visitors/Outsiders.** To ensure minimal interruptions of the instructional program, visits during school hours should be prearranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time. To ensure the safety of students and to avoid potential disruptions, visitors/outside (as defined in Administrative Regulation 1250) must register immediately upon entering any school building or school grounds when school is in session. (BP/AR 1250)

**Inclement Weather Notifications.** In the event that weather has any type of impact on our school bus schedules and/or school start times, please refer to your source of local news, *ParentSquare*, and/or the District website for more information.

When the school District determines that roads are unsafe for school bus travel or that weather conditions are expected to worsen, the District's alternative schedule procedures will be implemented, as follows:

- **Regular Schedule:** Schools will start and dismiss at their usual times. Some buses may be delayed due to ice, snow, or chaining of buses. Students should remain at bus stops until the bus arrives.
- **Alternative Schedule I:** Schools will start at their usual time, but will dismiss early. Schools may close early due to heavy snow, no heat, no water in the school, or other emergency conditions. A minimum day will be declared after 240 minutes. The State defines a *minimum day* as 240 minutes for comprehensive high schools and 180 minutes for alternative education schools.
- **Alternative Schedule II:** Schools will start 2 hours later than normal. Weather conditions may be improving and school could open on a delayed schedule. Only those schools affected by the weather will be on a delayed schedule.
- **Alternative Schedule III:** Schools will start at their usual time. Some bus routes within those schools will run on a 1-hour delay. Only those routes affected by inclement weather will be delayed.
- **School Closure:** When it is found that travel is not safe for students and staff, those affected schools will be closed.

Immigration and Nationality Act, and the student lived in California immediately before moving out of state as a result of their parent/guardian's departure. (*EC 48204.4*)

**Attendance Boundaries.** Present attendance boundaries can be obtained by visiting the [EDUHSD website](#) or by calling the Student Services and Innovation Office at (530) 622-5081, ext. 7229. Attendance boundaries have been established for each of the comprehensive school sites—El Dorado High School, Ponderosa High School, Oak Ridge High School, and Union Mine High School.

Students residing within the respective attendance boundary have first priority to attend that school.

Administrative Regulation 5116 provides guidance as to how the residence of a student may be established.

**Proof of Residence.** If school administration has reason to question the reported residence of the student, they may require, but may not be limited to, all the following:

1. Property tax payment receipt.
2. Rental property contract, lease, or payment receipt.
3. Utility service contract, statement, or payment receipt.
4. Pay stub.
5. Voter registration.
6. Correspondence from a government agency.
7. Declaration of residency executed by the student(s) parent/guardian.
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency is executed by the student.
9. If the student is residing in the home of a caregiving adult within District boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552.

If a claim of residence within a particular school boundary is based on a move into the school boundary within 90 days, an affidavit, copy of escrow papers, and/or a lease/rent agreement shall be required to substantiate the move.

**Intradistrict Open Enrollment.** The Superintendent or designee shall establish procedures for the selection and transfer of students among District schools in accordance with law, Board Policy, and Administrative Regulation. (AR/BP 5116.1)

The Superintendent or designee shall annually identify those schools which may have space available for additional students. Availability of space is defined as a combination of factors, such as the educational and physical capacity of the school, growth patterns in the District, the existing racial and ethnic makeup of the schools, and projected staffing requirements.

**Intradistrict Transfers.** Administrative Intra-District voluntary transfers are rarely granted and criteria are strictly adhered to. School administration may grant an administrative Intra-District voluntary transfer based on established criteria found in Board Policy and Administrative Regulation 5116.2.

Intradistrict Transfer requests must be received within the months of December and January preceding the school year for which the transfer is requested and only 1 application will be considered during each application period; multiple applications will not be considered.

## DISTRICT TRANSFERS AND BOUNDARIES

Refer to the [EDUHSD website](#).

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

**Residency Requirements.** Per Education Code 48204, a pupil complies with the residency requirements for school attendance in a school District, if they are any of the following:

1. The student's parent/guardian resides within District boundaries. (*EC 48204*)
2. The student who is a foster child who remains in their school of origin pursuant to EC 48853.5.
3. The student is placed within District boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (*EC 48204*)
4. The student is admitted through an interdistrict attendance option. (*EC 46600, 48204, 48301, 48356*)
5. The student is an emancipated minor residing within District boundaries. (*EC 48204*)
6. The student lives with a caregiving adult within District boundaries and the caregiving adult submits an affidavit to that effect. (*EC 48204*)
7. The student resides in a state hospital located within District boundaries. (*EC 48204*)
8. The student is confined to a hospital or other residential health facility within District boundaries for treatment of a temporary disability. (*EC 48204, 48207*)
9. The student's parent/guardian resides outside District boundaries but is employed within District boundaries and lives with the student at the place of employment for a minimum of 3 days during the school week. (*EC 48204*)
10. The student's parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. (*EC 48204.3*)
11. The student's parent/guardian was a resident of California who departed the state against their will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing their removal, or removal or departure pursuant to the federal

**Victim of Violent Crime.** A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the District. The District has 14 calendar days to offer students the option to transfer. For more information, contact your school principal.

### **Involuntary Student Transfer.**

The Governing Board desires to enroll students in the school of their choice but recognizes that circumstances sometimes necessitate the involuntary transfer of some students to another school or program in the District. As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at District schools, and the availability of support services and other resources.

When a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer.

A student may be transferred to another district school if convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime. (EC 48929, AR/BP 5116.2)

**Interdistrict Transfers.** The following provides complete information regarding District-to-District transfers:

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

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

A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict agreement between the district of residence and the district of desired attendance. Each school district has adopted policies regarding interdistrict attendance. Parents/guardians wishing to register/admit/enroll their pupil at a school other than the designated school that is in their attendance area outside of their school district may obtain an application for interdistrict attendance transfer from the district of residence or county office of education. Interdistrict transfer agreements must be approved by both the pupil's original school district of residence and the school district to which the pupil seeks to transfer. The agreement may include terms or conditions. It is within the authority of either the school district of residence or the receiving school district to revoke an interdistrict transfer/reciprocal agreement at any time for any reason the school district governing board or school district superintendent deems appropriate. If a request for an interdistrict transfer agreement is denied, the pupil's parents/guardians may file an appeal to the county office of education in the pupil's school district of residence within 30 days of receipt of the official notice of denial of the transfer.

**Allen Transfer.** For families living outside of District boundaries, Education Code section 48204(b) permits a school district to deem a pupil to have complied with the residency requirements for attendance in the school district if at least 1 parent or the legal guardian of the pupil is physically employed within the boundaries

of that school district for a minimum of 10 hours during the school week. School districts within which at least one parent or the legal guardian of a pupil is employed are not required to admit the pupil to its schools. Once admitted to residency, the pupil's transfer may be revoked only if the parent/guardian ceases to be employed within the boundaries of the school district. As a resident, the pupil does not have to re-apply for the transfer to be valid.

## **DISTRICT CHARTER SCHOOL**

**Pacific Crest Academy.** Pacific Crest Academy is an educational program provided through a **comprehensive, individualized, and rigorous** approach to high school education. As a **WASC accredited** and **California Certified** Charter School, the Pacific Crest Academy is available to high school students within El Dorado County, as well as surrounding counties.

Students will have the opportunity to complete District graduation requirements with the enhancement of concurrent enrollment at other District high schools or completing college credit through the Early College Program which allows students to complete Folsom Lake College courses on-site at Pacific Crest Academy during the school day.

A **blended 4x4 schedule** provides students the flexibility of attending as little as twice per week or as often as on a daily basis. Students are provided with **support** needed for all major subject areas, including science labs, and core subjects by highly qualified teachers. Weekly tutorials are available for students needing additional support. [EDUHSD Pacific Crest Academy](#) website.

## **CONTINUATION EDUCATION**

**Independence Continuation High School.** Continuation education is a high school diploma program designed to meet the needs of students 16 through 18 years of age who have not graduated from high school, are not exempt from compulsory school attendance, and are deemed at risk of not completing their education. Most students in continuation education are behind in high school credits. Others may need a flexible school schedule because they have jobs outside of school. Some students choose continuation education because of family needs or other circumstances.

**California High School Proficiency Exam.** The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible students who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all coursework required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: [California High School Proficiency Exam](#). See your counselor for more information. (EC 48412, AR 6146.2)

## **OTHER EDUCATIONAL PROGRAMS**

**Central Sierra Regional Occupational Program/Career Technical Education.** (CSROP/CTE) provides students the opportunity to progress through a sequence of courses that offer skills needed to qualify for and succeed in postsecondary job training for their chosen career (i.e., technical/vocational program, community college, apprenticeship or significant on-the-job training). CSROP/CTE

provides course concentrations and advanced training through its "capstone" courses. The primary mission of CSROP/CTE is to prepare students for skilled and higher-wage careers needed in the El Dorado County/Sacramento region. Upon successful completion of a CSROP course, students receive a certificate indicating industry-specific competencies mastered. Students may also earn a "Work Ready" certificate that informs potential employers that a student demonstrates outstanding personal qualities. (AP/BP 6143)

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

All CSROP/CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. (BP 6178)

**Pregnant and Parenting Students.** EDUHSD will not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. Pregnant and parenting pupils are entitled to the following: (EC 221.51; 222.5; 46015; BP 5146)

1. Have their pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom treated in the same manner and under the same policies as any other temporary disabling condition.
2. Provided with 8 weeks of parental leave, (or more if medically necessary) which the pupil may take before the birth of the pupil's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the pupil who gives or expects to give birth and the infant and to allow the pregnant or parenting pupil to care for and bond with the infant.
3. Return to the school and the course of study in which they were enrolled before taking parental leave and opportunities to make up work missed during their leave, including, but not limited to, makeup work plans and re-enrollment in courses.
4. Remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements unless the District/County Office of Education makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.
5. Provided with alternative education options should the pupil decide not to return from leave.
6. Not incur an academic penalty as a result of their use of the accommodations.

A complaint for noncompliance may be filed under the District/County Office of Education's Uniform Complaint Procedures.

## TITLE I: PROFESSIONAL QUALIFICATIONS

In accordance with BP 4112.2, parents/guardians of students attending a school receiving Title I funds (El Dorado, Union Mine, and Independence) may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher:

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Is teaching in the field of discipline of their certification.

Parents/guardians shall be notified in a timely manner whenever their child has been assigned or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Parents/guardians may request information regarding whether their children are provided services by paraprofessionals and, if so, their qualifications. (20 USC 6311) (AR 4222)

## MULTILINGUAL EDUCATION

Parents/guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (BP 6142.2, AR 6174)

The El Dorado Union High School District offers the following programs:

1. **Structured English Immersion (SEI) Program:** A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At a minimum, students are offered English Language Development (ELD) and access to grade-level academic subject matter content.
2. **Heritage Spanish Language Program at El Dorado High School:** Language acquisition program for English learners that provides instruction to pupils utilizing English and a pupil's native language for literacy and academic instruction, enabling non-English speakers or students who have weak literacy skills in their native language to achieve language proficiency and meet academic achievement goals.

Parents/guardians may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. (EC Section 52062) If interested in a different program from those listed above, please contact:

**Leslie Redkey**  
**Assistant Superintendent of Educational Services**  
**4675 Missouri Flat Road, Placerville, CA 95667**  
**(530) 622-5081, ext. 7226**

Parents/guardians of English learners have a right to decline or opt their children out of the school District's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C Section 6312[e][3][A][viii]) However, the District remains obligated to provide the student meaningful instruction until the student is reclassified, inform the parent/guardian when progress is not made, and offer the parent/guardian programs and services to consider at that time. (5 California Code of Regulations Section 11302)

## ALTERNATIVE SCHOOLS

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines an alternative school as a school or separate class group within a school which is operated in a manner designed to: (*AR 6181*)

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of their desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in their own time to follow their own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student's teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (*EC 58501*)

## EARNED INCOME TAX CREDIT INFORMATION ACT

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC does not affect certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families (TANF) payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website: [IRS](https://www.irs.gov).

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website: [FTB.CA](https://www.ftb.ca.gov).

## CONTINUOUS NON-DISCRIMINATION NOTICE

The El Dorado Union High School District does not discriminate on the basis of race, color, national origin, sex, or disability or affiliation with the Boy Scouts of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s) or employment. The following employees have been designated to handle questions and complaints of alleged discrimination:

- Tony DeVile, Title IX Coordinator, 4675 Missouri Flat Rd, Placerville, CA 95667, (530) 622-5081, [tdeville@eduhsd.net](mailto:tdeville@eduhsd.net).
- Pam Bartlett, 504/Title II/ADA Coordinator, 4675 Missouri Flat Rd, Placerville, CA 95667, (530) 622-5081, [pbartlett@eduhsd.net](mailto:pbartlett@eduhsd.net).

## CTE ANNUAL PUBLIC NOTIFICATION

The El Dorado Union High School District does not discriminate on the basis of race, color, national origin, sex, or disability, or any other basis protected by law or regulation in its program or activities and provides equal access to the Boy Scouts of America and other designated youth groups. The El Dorado Union High School District offers classes in many career and technical education program areas (Agriculture & Natural Resources, Arts, Media, & Entertainment, Buildings & Construction Trades, Education, Child Development, & Family Services, Engineering & Architecture, Fashion & Interior Design, Health Science & Medical Technology, Hospitality, Tourism, & Recreation, Information & Communication Technologies, Manufacturing & Product Development, Public Services, and Transportation) under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact the CTE Director:

- Leslie Redkey, Assistant Superintendent, Educational Services, 4675 Missouri Flat Rd, Placerville, CA 95667, (530) 622-5081, [lredkey@eduhsd.net](mailto:lredkey@eduhsd.net).

Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the non-discrimination policies:

If you, or your student, have been subjected to discrimination, you should contact your school site principal and/or:

- Tony DeVile, Title IX Coordinator, 4675 Missouri Flat Rd, Placerville, CA 95667, (530) 622-5081, [tdeville@eduhsd.net](mailto:tdeville@eduhsd.net).
- Pam Bartlett, 504/Title II/ADA Coordinator, 4675 Missouri Flat Rd, Placerville, CA 95667, (530) 622-5081, [pbartlett@eduhsd.net](mailto:pbartlett@eduhsd.net).

The Continuous Non-Discrimination Notice and CTE Annual Public Notification are part of the EDUHSD Civil Rights Addenda which is available for review on the EDUHSD website, posted under Quick Links.

## RESOURCES

The following resources are available to immigrant families responding to detentions or deportations:

- The Immigration and Customs Enforcement (ICE) detainee locator: <https://locator.ice.gov/odls/homePage.do>. **Please Note:** This site is intended *only* for locating individuals who are already detained, and not for general immigration status inquiries.
- Immigration lawyers in private practice, accredited representatives (who assist immigrants in immigration proceedings), or legal-aid organizations:
  - State Bar of California Attorney Search: <http://www.calbar.ca.gov/Attorneys>
  - California organizations accredited by Board of Immigration Appeals (BIA) to represent immigrants before the Department of Homeland Security (DHS) and Executive Office of Immigration Review (EOIR): <https://www.justice.gov/eoir/page/file/942306/download#CALIFORNIA>.
  - California Courts Self-Help Centers: <http://www.courts.ca.gov/selfhelp-selfhelpcenters.htm>.
  - Legal-aid offices and lawyer-referral services: <http://www.courts.ca.gov/1001.htm>.
  - The consulate or embassy of the parent's or guardian's country of origin.



For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:

Bureau of Children's Justice  
California Attorney General's Office  
P.O. Box 944255  
Sacramento, CA 94244-2550  
Phone: (800) 952-5225  
E-mail: [BCJ@doj.ca.gov](mailto:BCJ@doj.ca.gov)  
<https://oag.ca.gov/bcj/complaint>

This Publication can be downloaded at:  
<http://www.oag.ca.gov>

## Immigration-Enforcement Actions at California Schools

### Guide for Students and Families



Xavier Becerra  
California Attorney General  
April 2018

## KNOW YOUR EDUCATIONAL RIGHTS

### Your Child has the Right to a Free Public Education

- All children have a right to equal access to free public education, regardless of their or their parents'/guardians' immigration status.
- All children in California:
  - Have the right to a free public education.
  - Must be enrolled in school if they are between 6 and 18 years old.
  - Have the right to attend safe, secure, and peaceful schools.
  - Have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - Have equal opportunity to participate in any program or activity offered by the school without discrimination.

### Information Required for School Enrollment

- Schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- Information about citizenship/immigration status is never needed for school enrollment. A Social Security number is never needed for school enrollment.

### Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If so, the school district must provide parents/guardians with written notice of the directory information policy, and provide the option to

refuse release of your child's information.

### Family Safety Plans if You Are Detained or Deported

- You can update your child's emergency contact information, including secondary contacts, to identify a trusted adult guardian who can care for your child if you are detained or deported.
- You can complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person to give a trusted adult the authority to make educational and medical decisions for your child.

### Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated or bullied because of his or her actual or perceived nationality, ethnicity, or immigration status.

## CHECKLIST FOR IMMIGRANT STUDENTS AND FAMILIES ATTENDING PUBLIC SCHOOLS

### 1. You do not have to share the following information with school officials:

- You do not have to share information, including passports or visas, regarding the immigration status of students, parents, guardians, or other family members.
- You do not have to provide Social Security numbers (SSN) or cards.
  - When completing the "Free and Reduced-Price Meals" form, only provide the last four digits of the SSN of the adult household member who signs the application.
  - If the family meets the income eligibility requirements and no adult household member has a SSN, your child still qualifies. Check the "No SSN" box on

forms where applicable, to ensure that applications are complete.

- If any household member participates in CalFresh, CalWORKs (California Work Opportunity and Responsibility for Kids), or FDPIR (Food Distribution Program on Indian Reservations), no adult household member needs to provide the last four digits of his or her SSN to qualify the student for free or reduced-price meals at school.
  - When providing information for proof of a student's residency or age, you do not have to use documents that could reveal information related to immigration status.
- ### 2. Take steps to protect student information:
- Ask for the school's written privacy policies regarding student information.
  - Review the school's policy for "directory information"—which allows for public release of basic student information—and consider whether to opt out of releasing of that information.
- ### 3. Take steps to prepare for situations where one or more parents or guardians are detained or deported:
- Develop and keep in a safe place a "Family Safety Plan" (example: [https://www.iirs.org/assets/2474/bna\\_beinformed\\_safetyplanningtoolkit.pdf](https://www.iirs.org/assets/2474/bna_beinformed_safetyplanningtoolkit.pdf)) that includes the following information:
    - Name of a trusted adult to care for your child if no parent or guardian can.
    - Emergency phone numbers and instructions on where to find important documents (birth certificates, passports, Social Security cards, doctor contact information, etc.)
  - Make sure that your child's school always has current emergency contact information, including alternative contacts if no parent or guardian is available.



**2024/25 Annual Notification of Pesticide Active Ingredients and Expected Pesticide Use**

The *Healthy Schools Act of 2000* requires all school districts to provide parents and guardians with written notification of expected pesticide use on school sites. The El Dorado Union High School District intends to use the pesticides listed below at our schools this year on the scheduled dates listed at the bottom of this page. Also, log on to the Internet address <http://www.cdpr.ca.gov> for further information on pesticides and their alternatives. (AR 3514.2)

	<b>Name of Pesticide</b>	<b>Method &amp; Reason for Application</b>	<b>Active Ingredients</b>
1	Monsanto Round up Pro Max	Spray – Weed Control	Glyphosphate, phosphonomethyl
2	Dow Elanco Turflon Ester Dow Vastlan	Spray – Selective Herbicide	Triclopyr Acetic Acid; Butoxy Etyle Ester; Kerosene Triclopyr Choline, Acetic Acid, Choline Salt
3	BEST Dimension 270 G	Granular – Pre-emergent	Dithiopyr
4	Best Turf Supreme Plus Trimec	Granular – Weed and Feed	2,4-Dichlorophenoxyacetic Acid 2-Propionic Acid; Dicamba
5	Green Thumb Flying Insect Killer (15oz. Aerosol)	Spray – Insect Control	Permethrin; d trans-Allethrin
6	Green Thumb Wasp & Hornet Killer (17.5oz Aerosol)	Spray – Insect Control	Permethrin; d-trans Allethrin
7	Green Thumb Ant, Roach & Spider Killer (17oz. Aerosol)	Spray – Insect Control	Permethrin: d-trans Allethrin
8	Green Thumb Foaming Wasp & Hornet Killer (17.5 oz)	Foam Spray – Insect Control	Permethrin; d-trans Allethrin
9	Dimension 2EW	Spray – Pre-emergent and Crab Grass Herbicide	Dithiopyr, S,S'-dimethyl 2 (difluoromethyl) – 4 – (2-methylpropyl) 6 – (trifluoromethyl) 3.5 - pyridinedicarbothioate
10	Reward	Spray – Aquatic herbicide	Diquat dibromide; dihydroypyrido; pyrazinedium dibromide
11	Monterey Remuda	Spray – Post-emergent Weed Control	Glyphosate, N-(phosphonomethyl) glycine; isopropylamine salt
12	NuFarm T-Pac E Pro MEC Quali-Pro T-Nex	Spray – turf growth management	Trinexapac-ethyl
13	Hot Shot Flying Insect Killer	Spray – Insect Control	Permethrin; d trans Allethrin
14	Spectracide Hornet & Wasps Killer (20 oz)	Spray – Insect Control	Prallethrin/Lambda Cyhalothrin
15	Hot Shot Ant & Roach Killer (17.5 oz)	Spray – Insect Control	Permethrin; d trans Allethrin
16	Hot Shot Spider/Scorpion Killer (11 oz)	Spray – Insect Control	Prallethrin/Lambda Cyhalothrin
17	Terro Liquid Ant Baits	Liquid bait station – Insect Control	Sodium Tetraborate Decahydrate
18	Terro Outdoor Ant Killer	Spray – Insect Control	Permethrin, Tetramethrin
19	Monterey Weed Impede	Spray – Pre & Post- emergent	Oryzalin; 3,5 dinitro-N-N-dipropylsulfanilamide
20	Q4Plus	Spray – Selective Herbicide	Dimethylamine salt
21	Monterey Crab-E-Rad Plus	Spray – Herbicide	2,4-Dichlorophenoxyacetic acid, dimethylamine salt; Quinclorac; Dicamba Acid
22	BioSafe Weed Control Concentrate	Spray-Weed Control	Ammonium Nonanoate EPA#70299-25
23	Tempo SC Ultra	Spray – Insect Control	B-Cyfluthrin, Cyano, 2,2-dimethyl-cyclopropanecarboxylate
24	Sedgehammer	Spray – Selective Herbicide	Halosulfuron-methyl
25	Pendulum AquaCap	Spray-Pre-emergent	Pendimethalin:

In addition, an outside pest control company may be called in on scheduled dates to assist in pesticide application. The following chemicals may be used by the pest control company.

<b>Manufacturer</b>	<b>Name of Pesticide</b>	<b>Method &amp; Reason for Application</b>	<b>Active Ingredients</b>
Bayer	Suspend SC Insecticide	Spray – Insect Control	Deltamethrin
BASF	Termidor SC	Spray – Insect Control	Fipronil
UPI	Tengard SFR	Spray – Termite/Insect Control	Permethrin
Bayer	Maxforce	Gel Bait – Insect Control	Fipronil
BASF	Cy-kick CS	Spray – Insect Control	Cyfluthrin
ENVINCIO	Essentria IC3	Spray – Insect Control	Rosemary, Geraniol, Peppermint Oil

**\*\*\*2024-2025 Pesticide Application Schedule\*\*\***

All sites will be sprayed as needed on the 1<sup>st</sup> and 3<sup>rd</sup> Friday and Saturday of each month. This means that only areas which are in need will be sprayed – not necessarily the entire site. Site staff will post signs identifying the area(s) to be sprayed, the chemical and the active ingredients at least 24 hours in advance and 72 hours after spraying. The actual dates are listed below:

*** July 5-6 and 19-20	October 4-5 and 18-19	**January 3-4 and 17-18	April 4-5 and 18-19
August 2-3 and 16-17	November 1-2 and 15-16	February 7-8 and 21-22	May 2-3 and 16-17
September 6-7 and 20-21	**December 6-7 and 20-21	March 7-8 and 21-22	June 6-7 and 20-21

\*\*\* In the event of inclement weather or holiday during the scheduled dates, pesticide application will take place the following Friday and Saturday. **\*\*Additional spray dates have been scheduled during school recesses.** If the inclement weather persists, pesticide application will be postponed until the next scheduled dates. Parents and guardians may request to be notified of any alterations to this schedule at their student's schools site. Beginning July 2021, those listed on this registry will be notified of alterations in the application schedule at least 72 hours prior to application. Refer to 'Request for Notification of Pesticide Application Schedule Changes' form, which follows this notification.

If you have any questions, please contact Daniel Augino, Director of Maintenance and Operations at (530) 622-0140.

06-1-24

## REQUEST FOR NOTIFICATION OF PESTICIDE APPLICATION SCHEDULE CHANGES

School site (Check appropriate site):

- El Dorado High School
- Oak Ridge High School
- Ponderosa High School
- Union Mine High School
- Independence High School
- Pacific Crest Academy

**I understand that, upon request, the School District is required to supply information about pesticide application schedule changes at least 72 hours before application. I would like to be notified of any schedule changes at this school.**

**PLEASE PRINT NEATLY:**

Parent/Guardian Name	Date
Parent/Guardian Phone Number	Parent/Guardian E-Mail
Student Name	
Address	

El Dorado High School Attn: Susan Dhillon 561 Canal Street Placerville, CA 95667	Oak Ridge High School Attn: Sarah Phillips 1120 Harvard Way El Dorado Hills, CA 95762	Ponderosa High School Attn: Kaylee Meinz 3661 Ponderosa Road Shingle Springs, CA 95682	Union Mine High School Attn: Erin Fechter 6530 Koki Lane El Dorado, CA 95623	Independence High School Attn: Lisa Herrling 385 Pleasant Valley Road Diamond Springs, CA 95619	Pacific Crest Academy Attn: Joni Cain 6540 Koki Lane El Dorado, CA 95623
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### RETURN TO:

This form should be submitted to your student's school and maintained in the principal's office.



## ASSISTANCE PROGRAMS

### EDUHSD ASSISTANCE PROGRAMS



Want to save 20% or more  
on your PG&E bill?



What about an additional  
\$25/month savings on your EID  
bill?



How does internet for as little as  
\$9.95/month sound?

*Additionally...*

*By taking less than five minutes to  
see if you qualify:*

You may be able to provide your  
child with free or reduced  
application fees for college

*and*

Free or reduced SAT, ACT, AP Fees  
**AND MORE!**

To see if you are eligible for these discounts and services, click [here](#) to access income guidelines and the application for the National School Lunch Program. Families who qualify through this program may be eligible for all of the benefits above and more!

Income guidelines have changed and it has become easier to qualify! Even if you did not qualify in the past, ***you may now be eligible!***

The El Dorado Union High School District requests that all families take a moment to see if they qualify and complete an application. In addition to the discounts noted above, the district will receive significantly more funding as more students qualify. These funds are used to directly support students and expand programs throughout the district.

***CHECK YOUR ELIGIBILITY AND APPLY TODAY!***

***[EDUHSD School Lunch Application and Income Guidelines](#)***

# El Dorado Union High School District

## EDUHSD Breakfast and Lunch Program



The El Dorado Union High School District's Board of Trustees recognizes that healthy, nutritious food is essential to a student's health, development, and ability to learn. The District provides a Breakfast and Lunch program, which is overseen by the USDA. **Families are encouraged to submit the attached CDE Application for Free and Reduced-Price Meals or complete the form online at [www.eduhsdnutrition.net](http://www.eduhsdnutrition.net).** This application (and income verification) also determines eligibility for reduced or no cost AP/SAT testing, P-EBT, Free Broadband Internet/Comcast Internet Essentials\*, and other programs. (AR 3553)

\*EDUHSD will provide documentation of eligibility that must be submitted directly to Comcast's Affordable Connectivity Program (ACP).

The EDUHSD Breakfast and Lunch Program will provide meals for all students at no cost to families. Every student attending school is eligible for one free nutritionally adequate breakfast and lunch each school day to any student who requests a meal. Students participating in the EDUHSD Online Distance Learning program should contact their school of residence Nutrition Services Supervisor to make arrangements. The EDUHSD Breakfast and Lunch Program extends only to the meals served at Breakfast and Lunch. **The program does not apply to a la carte items.**

Nutrition Services Contact Information		
Oak Ridge High School Ponderosa High School	Tim White, Director Nutrition Services	530-622-5081 x7122
El Dorado High School Independence High School Pacific Crest Academy Union Mine High School	Jill Morriss, Nutrition Services Coordinator	530-622-5081 x7124
EDUHSD District Office	Lisa Baughn, EDUHSD Secretary III	530-622-5081 x7234

### A La Carte Payment Options

A la carte items must be paid for at the time of purchase with either cash/check or through a prepaid [MySchoolBucks.com](http://MySchoolBucks.com) account. Families are encouraged to consider establishing a [MySchoolBucks.com](http://MySchoolBucks.com) online account where payments are simple, safe, and secure 24 hours a day. The [MySchoolBucks.com](http://MySchoolBucks.com) account will send a low balance alert when the account falls below the family-designated amount. [MySchoolBucks.com](http://MySchoolBucks.com) can send an alert to a designated cell phone as well. *MySchoolBucks* charges a \$3.25 service fee per transaction.

### Point Of Sale (POS)-Pin Numbers

The District Cafeterias use the eTrition "Touch n Serve" POS system. ALL students will be assigned a POS PIN number. Students can obtain their POS PIN number through the cafeteria or the District Office. Students input this pin# into the eTrition key pad or for touchless entry; scan their student ID card. In order to avoid potential misuse of a student's account, the POS system will display a photo of the student for the cashier to verify the correct student is using the account. Cashiers will alert the student if their account balance drops below \$10.00. The Nutrition Services Director and Coordinator are responsible for training all food service staff before working the service line regarding the District Food Services Meal Charging Policy. (AR 3551)

**Parental Controls:** Parents/guardians can monitor their student's account through the *MySchoolBucks* program or request an account statement from the District Office. A parent/guardian may call or email the Nutrition Services Director, Coordinator, or receptionist at the District Office to place a block on their student's meal account. Examples of a student Meal Account Block: Student may purchase one item per day, student may spend \$5.00 a day, or student may not purchase a la carte items.

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

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

**MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **CalFRESH** or other Assistance benefits, contact your local assistance office: El Dorado County Office of Human Services @ 530-642-7300 or call **California State Social Services 877-847-3663**.

### SUBMIT YOUR APPLICATION

**Return the completed form to: Lisa Baughn c/o EDUHSD, 4675 Missouri Flat Rd. Placerville, CA 95667.** If you have questions or need help filling out the application, please call Lisa Baughn at the District Office @ **530-622-5081 x7234 or 916-933-5165 x7234**.

**School Year 2024-25 El Dorado Union High School District Application for Free and Reduced-Price Meals** Complete one application per household.

Please read the instructions on how to apply. Print clearly with a pen. You may also apply online at [www.eduhsd.net](http://www.eduhsd.net). This institution is an equal opportunity provider.

California *Education Code* Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

**STEP 1 – STUDENT INFORMATION**

Children in Foster Care and children who meet the definition of Homeless, Migrant, or Runaway are eligible for free meals.

Print the name of EACH STUDENT (First, Middle Initial, Last)	Enter school name and grade level		Enter student's birthdate	Check the applicable box if the student is foster, homeless, migrant, or runaway.			
				Foster	Homeless	Migrant	Runaway
EXAMPLE: Joseph P Adams	Lincoln Elementary	1st	12-15-2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STEP 2 – ASSISTANCE PROGRAMS: CalFresh, CalWORKs, or FDPIR**

Do ANY household members (child or adult) currently participate in CalFresh, CalWORKs or FDPIR? If NO, skip STEP 2 and continue to STEP 3.

If YES, check the applicable program box, enter one case number, skip STEP 3, and continue to STEP 4.	Select Program Type: <input type="checkbox"/> CalFresh <input type="checkbox"/> CalWORKs <input type="checkbox"/> FDPIR	Enter Case Number:
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**STEP 3 – REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (Skip this step if you answered 'YES' in STEP 2)**

**A. STUDENT INCOME:** Sometimes students in the household earn income. Enter the TOTAL GROSS income (before deductions) in whole dollars earned by all students listed in STEP 1. Enter the appropriate pay period in the "How Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly

Total Student Income	How Often
\$	

**B. ALL OTHER HOUSEHOLD MEMBERS (including yourself):** List ALL household members not listed in STEP 1, even if they do not receive income. For each household member, report the TOTAL GROSS income (before deductions) in whole dollars for each source. If the household member does not receive income from any sources, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report.

Enter the appropriate pay period in the "How Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly

Print the name of ALL OTHER Household Members (First and Last)	Earnings from Work	How Often	Public Assistance/SSI/Child Support/Alimony	How Often	Pensions/Retirement/All Other Income	How Often
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	

**C. Total Household Members** (Children and Adults)   **D. Enter the last four digits of Social Security number (SSN) from the Primary Wage Earner or Other Adult Household Member**     **Check the box if NO SSN**

**DO NOT COMPLETE. SCHOOL USE ONLY**

How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Total Household Income
Annual Income Conversion: Weekly x52, Biweekly x26, Twice a Month x24, Monthly x12	\$
Total Household Size <input type="text"/> <input type="text"/>	<input type="checkbox"/> Categorical
Eligibility Status: <input type="checkbox"/> Free <input type="checkbox"/> Reduced-price <input type="checkbox"/> Paid (Denied)	<input type="checkbox"/> Error Prone
Verified as: <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway	
Determining Official's Signature:	Date:
Confirming Official's Signature:	Date:
Verifying Official's Signature:	Date:

**STEP 4 – CONTACT INFORMATION & ADULT SIGNATURE**

Certification: I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable state and federal laws.

Signature of adult completing this application:

Print Name:

Date: Phone Number:

Mailing Address:

City: State: Zip:

E-mail:

**OPTIONAL – CHILDREN'S ETHNIC AND RACIAL IDENTITIES**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

**Ethnicity (check one):**  
 Hispanic or Latino  Not Hispanic or Latino

**Race (check one or more):**  
 American Indian or Alaskan Native  Asian  Black or African American  
 Native Hawaiian or other Pacific Islander  White

**Optional: Parent or Guardian Consent to Release Household Meal Application to the CALFRESH Program**

Your participation in the Free and Reduced-Price (F/RP) school meal program means your family could be eligible for the CalFresh food assistance program. CalFresh provides monthly benefits to households for purchasing the food they need to maintain adequate nutrition. By signing these forms, you consent to allow the El Dorado Union High School District to share the information you provided on your F/RP school meal application with the El Dorado County CalFresh Office which is responsible for determining eligibility (benefits) for the CalFresh program. If you prefer to apply directly and not exchange the information, you may call the CalFresh program at 1/877-847-3663 or apply online at [Get CalFresh.org](http://GetCalFresh.org).

**Pursuant to California Education Code 49558(d)**

Upon consent, this application or the information it contains will only be shared with your local CalFresh agency and only for purposes directly related to the enrollment of your family into the CalFresh program. Consent must only be given by the student's parent/guardian. In households with multiple families, the parent/guardian of each student must sign for their **own child(ren)**.

**Declining to provide consent will not affect your child's eligibility for the free and reduced-price meal program.**

Check this box if you are the parent/guardian of **every student** listed in STEP 1 to **consent** to share this application as stated above. The parent/guardian must print their child's name, print their name, sign their name, and enter today's date below. Also, by consenting to this process, I understand the CalFresh Office will provide me with a CalFresh application to determine CalFresh eligibility.

**Print Name of Parent/Guardian:** \_\_\_\_\_ **Signature of Parent/Guardian:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

In households with multiple families, the parent/guardian of each student must approve and sign for their **own child(ren)**. To consent to sharing this application as stated above, the parent or guardian must print their child's name, print their name, and enter today's date below.

Print Student Name	Print Name of Parent/Guardian	Signature of Parent/Guardian	Today's Date

**INFORMATION STATEMENT**

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a CalFresh (Food Stamps program) California Work Opportunity and Responsibility to Kids (CalWorks), or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child, or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs.

**NON-DISCRIMINATION STATEMENT**

In accordance with federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form (AD-3027), found online at the [Office of the Assistant Secretary for Civil Rights](http://Office of the Assistant Secretary for Civil Rights) and at any USDA office, or write a letter addressed to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture (2) Fax: (202) 690-7442 (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**This institution is an equal opportunity provider.**

Dear Parent or Guardian:

The El Dorado Union High School District participates in the State Meal Program by offering nutritious meals every school day. Students may buy a second lunch for \$3.50 and breakfast for \$2.25. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. If there are more household members than the number of lines on the application, attach a second application. For a simple and secure method to apply, use our online application at <https://www.eduhsdnutrition.net>.

**LETTER TO HOUSEHOLD FOR FREE AND REDUCED-PRICE MEALS**

**QUALIFICATION:** Your children may qualify for free or reduced-price meals if your household income falls at or below the federal Income Eligibility Guidelines below.

**DIRECT CERTIFICATION:** An application is not required if the household receives a notification letter indicating all children are automatically certified for free meals. If you did not receive a letter, please complete an application.

operating days or until a new determination is made. When the carryover period ends, your child will be charged the full price for meals, unless the household receives a notification letter for free or reduced-price meals. School officials are not required to send reminder or expired eligibility notices.

**Effective July 1, 2024–June 30, 2025**

Reduced-Price Income Eligible Guidelines					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2	\$37,814	\$3,152	\$1,576	\$1,455	\$728
3	\$47,767	\$3,981	\$1,991	\$1,838	\$919
4	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
5	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
6	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
7	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
8	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876
For each additional family member add:	\$9,953	\$830	\$415	\$383	\$192

**VERIFICATION:** School officials may check the information on the application at any time during the school year. You may be asked to submit information to validate your income or current eligibility for CalFresh, CalWORKs, or FDPIR benefits.

**NON-DISCRIMINATION STATEMENT:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

**WIC PARTICIPANTS:** Households that receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) benefits, may be eligible for free or reduced-price meals by completing an application.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

**HOMELESS, MIGRANT, RUNAWAY & HEAD START:** Children who meet the definition of homeless, migrant, or runaway, and children participating in their school's Head Start program are eligible for free meals. Please contact school officials for assistance at (530) 622-5081, ext. 7229.

**FOSTER CHILD:** The legal responsibility must be through a foster care agency or court to qualify for free meals. A foster child may be included as a household member if the foster family chooses to apply for their non-foster children on the same application and must report any personal income earned by the foster child. If the non-foster children are not eligible, this does not prevent a foster child from receiving free meals.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**APPLYING FOR BENEFITS:** An application for free or reduced-price meals cannot be reviewed unless all required fields are completed. A household may apply at any time during the school year. If you are not eligible now, but your household income decreases, household size increases, or a household member becomes eligible for CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (FDPIR) benefits, you may submit an application at that time.

**FAIR HEARING:** If you do not agree with the school's decision regarding your application's determination or the result of verification, you may discuss it with the hearing official. You also have the right to a fair hearing, which may be requested by calling or writing the following: Robert Whittenberg, 4675 Missouri Flat Rd., Placerville, CA 95667, (530) 622-5081 x 7227.

**ELIGIBILITY CARRYOVER:** Your child's eligibility status from the previous school year will continue into the new school year for up to 30

This institution is an equal opportunity provider.

**HOW TO APPLY FOR FREE OR REDUCED-PRICE MEALS – Complete one application per household. Please print clearly with a pen. Incomplete, illegible, or incorrect information will delay processing.**

**STEP 1: STUDENT INFORMATION –** Include ALL STUDENTS who attend El Dorado Union High School District. Print their name (first, middle initial, last), school, grade level, and birthdate. If any student listed is a foster child, check the "Foster" box. If you are only applying for a foster child, complete STEP 1, and then continue to STEP 4. If any student listed may be homeless, migrant, or runaway, check the applicable "Homeless, Migrant, or Runaway" box and complete all STEPS of the application.

D) Enter the last four digits of your Social Security number (SSN). If no adult household member has a SSN, check the "NO SSN" box.

**STEP 2: ASSISTANCE PROGRAMS –** If ANY household member (child or adult) participates in CalFresh, CalWORKs, or FDPIR, then all children are eligible for free meals. Must check the applicable assistance program box, enter one case number, and then continue to STEP 4. If no one participates, skip STEP 2 & continue to STEP 3.

**STEP 4: CONTACT INFORMATION & ADULT SIGNATURE –** The application must be signed by an adult household member. Print the name of the adult signing the application, contact information, and today's date.

**STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS –** Must report GROSS income (before deductions) from ALL household members (children and adults) in whole dollars. Enter "0" for any household member that does not receive income.

**OPTIONAL: CHILDREN'S ETHNIC AND RACIAL IDENTITIES –** This field is optional to complete and does not affect your children's eligibility for free or reduced-price meals. Please check the appropriate boxes.

- A) Report the combined GROSS income for all students listed in STEP 1 and enter the appropriate pay period. Include a foster child's income if you are applying for foster and non-foster children on the same application.
- B) Print the names (first and last) of ALL OTHER household members not listed in STEP 1, including yourself. Report the total GROSS income from each source and enter the appropriate pay period.
- C) Enter the total household size (children and adults). This number MUST equal the listed household members from STEP 1 and STEP 3.

**INFORMATION STATEMENT:** The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you list a CalFresh, CalWORKs, or FDPIR case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs.

**QUESTIONS/NEED ASSISTANCE:** Please contact Lisa Baughn at (530) 622-5081 x 7234.  
**SUBMIT:** Please submit a complete application to your child's school or the District office at 4675 Missouri Flat Rd., Placerville, CA 95667. You will be notified if your application is approved or denied for free or reduced-price meals.

# EL DORADO UNION HIGH SCHOOL DISTRICT

## HOW TO APPLY FOR FREE/REDUCED PRICE BUS PASS

Applications will not be processed without proof of income

- Step 1:** Complete Parts 1 and 2 of the Bus Fee Application.
- Step 2:** Provide current proof of income for every person residing in the home.

### Acceptable Income Documentation:

- **EARNINGS / WAGES / SALARY:** Current paycheck stub or letter from employer stating gross wages paid and how often paid.
- **SOCIAL SECURITY / PENSION RETIREMENT:** Current Social Security benefit letter or current pension award letter.
- **UNEMPLOYMENT COMPENSATION / DISABILITY OR WORKER'S COMPENSATION:** Copy of current award letter or last check stub.
- **CalWORKS PAYMENTS:** Benefit letter from Department of Human Services stating current eligibility and amount of award.
- **CHILD SUPPORT / ALIMONY:** Court decrees or agreement.
- **OTHER INCOME:** If you have any other type of income, provide documents showing amount and how often received.
- **SELF EMPLOYMENT INCOME:** Copies of most recent bank statements and the last year's annual federal tax return.
- **NO INCOME:** If you have no income, provide a brief note explaining how you provide food, clothing, and housing, and when you expect future income. Include last year's federal tax return.

**Step 3:** Mail or deliver the completed application with proof of income to the address EDUHSD, 4675 Missouri Flat Road, Placerville, CA 95667.  
You may experience a long wait time if delivering the application in person during peak sales months of July, August, December, and January.

## Bus Passes Information

**Freshmen/New Students:** A Temporary Bus Pass will be issued by the Transportation Department or a printed online receipt of purchase can be used until a Permanent Bus Pass is issued with a photo ID.

**Returning Students** will receive a Permanent Bus Pass with photo ID.

RATES	FULL YEAR			SEMESTER 1			SEMESTER 2			
	PASS TYPE	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM
Round Trip	\$220	\$210 DISCOUNT EXPIRES AFTER 7/31	\$160	\$110	\$105 DISCOUNT EXPIRES AFTER 7/31	\$80	\$110	\$105 DISCOUNT EXPIRES AFTER 12/31	\$80	
5% discount (2) (EXPIRES 7/31)	\$209	\$199.50	<b>Multiple Student Discounts:</b> EDUHSD schools and/or any of its feeder schools may receive a discount for the purchase of a FULL YEAR-round trip pass.							
10% discount (3+) (EXPIRES 7/31)	\$198	\$189.50								
<b>Occasional Rider</b>	\$20 for 10 one-way tickets or \$2 for a one-way ticket. Occasional rider tickets are available only at school sites or the Transportation Department. One-way tickets are not available online.									
<b>Replacement Pass</b>	There is a \$10 replacement fee for lost or damaged bus passes. Replacement passes are available online or at the Transportation Department (530) 622-5081 ext. 7245.									



EL DORADO UNION HIGH SCHOOL DISTRICT  
 ATTN: BUS FEES  
 4675 MISSOURI FLAT ROAD  
 PLACERVILLE, CA 95667  
 Online at [www.eduhsd.net](http://www.eduhsd.net)  
 Phone: (530) 622-5081 ext. 7245  
 Fax: (530) 622-2308

# BUS PASS

## FREE OR REDUCED APPLICATION

(Reduced bus pass price is 50% off the regular price. See back of form for pricing)



▶ **PART 1 – STUDENT AND GUARDIAN INFORMATION**

PARENT/GUARDIAN NAME	DAY TIME PHONE (BEST NUMBER)	E-MAIL ADDRESS
MAILING ADDRESS	CITY, STATE, ZIP	STREET ADDRESS

Check the [EDUHSD website](http://www.eduhsd.net) for bus stop locations and route times

1	GRADE	SCHOOL	STUDENT NAME	BUS STOP
2	GRADE	SCHOOL	STUDENT NAME	BUS STOP
3	GRADE	SCHOOL	STUDENT NAME	BUS STOP

▶ **PART 2 – HOUSEHOLD INCOME LIST THE NAME OF ALL PERSONS LIVING WITHIN YOUR HOUSEHOLD AND ALL MONTHLY GROSS INCOME**

	LAST NAME- FIRST NAME	MONTHLY INCOME	FOSTER CHILD Proof	
1		\$		<div style="display: flex; align-items: center; justify-content: center;"> <p style="text-align: center;">Please provide proof of income to process <b>FREE or REDUCED</b> Bus Pass</p> <p>Bus passes can't be processed without proof of acceptable income documents.</p> <ul style="list-style-type: none"> <li>➤ EARNINGS / WAGES</li> <li>➤ SOCIAL SECURITY</li> <li>➤ UNEMPLOYMENT BENEFITS</li> <li>➤ WORKER'S COMPENSATION</li> <li>➤ CHILD SUPPORT / ALIMONY</li> <li>➤ OTHER INCOME</li> <li>➤ SELF EMPLOYMENT INCOME</li> <li>➤ OR- PROOF OF RECEIPT OF BENEFITS FROM CalFRESH, CalWORKS, OR FDPIR</li> </ul> </div>
2		\$		
3		\$		
4		\$		
5		\$		
6		\$		
7		\$		
8		\$		

School officials WILL verify the information on the application, and any deliberate misrepresentation of the information may be subject to prosecution under applicable state law. All information provided is confidential. My signature and date below indicates that I have read the above and also certify that all of the information contained in this form is true and correct and that all family income is reported.

SIGNATURE: X \_\_\_\_\_

Date: \_\_\_\_\_

## Bus Pass Pricing Information

**Freshmen/New Students:** A Temporary Bus Pass will be issued by the Transportation Department or a printed online receipt of purchase can be used until a Permanent Bus Pass is issued with a photo ID.

**Returning Students** will receive a Permanent Bus Pass with a photo ID.

RATES		FULL YEAR			SEMESTER 1			SEMESTER 2		
PASS TYPE	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM	
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5% discount (2) (EXPIRES 7/31)	\$209	\$199.50	<b>Multiple Student Discounts:</b> EDUHSD schools and/or any of its feeder schools may receive a discount for the purchase of a FULL YEAR-round trip pass.							
10% discount (3+) (EXPIRES 7/31)	\$198	\$189.50								
Occasional Rider	\$20 for 10 one-way tickets or \$2 for a one-way ticket. Occasional rider tickets are available only at school sites or the Transportation Department.						<b>They are not available online.</b>			
Replacement Pass	There is a \$10 replacement fee for lost or damaged bus passes. Replacement passes are available online or at the Transportation Department (530) 622-5081 ext: 7245.									

### HOW TO PURCHASE

**On-Line:** **Credit Card Purchase Online Only**, at [MySchoolBucks.com](https://myschoolbucks.com). Print the mySchoolBucks™ receipt as a temporary pass.

Note: Please make a new password if attending the El Dorado Union High School District for the first time. Old passwords from other districts will not work.

**By Mail:** **When Purchasing by Mail**, be sure to include student's name, date of birth, school of attendance, and type of pass being purchased.

**Mail to: EDUHSD Bus Fees, Transportation Department, 4675 Missouri Flat Road, Placerville, CA 95667**

**In Person:** **Cash or Checks only (NO Credit Card purchases available in person):** You may purchase a bus pass in person at the Transportation Department. You may experience long wait times if purchasing during peak sales months of July, August, December, and January.

## Firearms Safety Memorandum

**To: Parents and Guardians of Students in the El Dorado Union High School District**

**Subject: California Law Regarding Safe Storage of Firearms**

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The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the El Dorado Union High School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.<sup>1</sup>
  - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.<sup>2</sup>
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>3</sup>
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.<sup>4</sup>

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

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<sup>1</sup> See California Penal Code sections 25100 through 25125 and 25200 through 25220.

<sup>2</sup> See California Penal Code section 25100(c).

<sup>3</sup> See California Civil Code Section 29805.

<sup>4</sup> See California Civil Code Section 1714.3.

**AFTER READING THIS PARENT/GUARDIAN RIGHTS PAMPHLET, PLEASE COMPLETE ONE FORM FOR EACH STUDENT AND RETURN TO YOUR STUDENT'S SCHOOL OF ATTENDANCE.**

**★ Parent/Guardian Rights Acknowledgement Form ★**

(Please sign and return this section to the school of attendance.)

2024-2025 SCHOOL YEAR

I have received and read the notice regarding my rights relating to courses and activities which might affect my child.

_____ Name of Student (PLEASE PRINT)	_____ Grade	_____ Date of Birth	
My child attends (✓one):	<input type="radio"/> El Dorado High School	<input type="radio"/> Oak Ridge High School	<input type="radio"/> Ponderosa High School
	<input type="radio"/> Union Mine High School	<input type="radio"/> Independence High School	<input type="radio"/> Pacific Crest Academy
	<input type="radio"/> EDUHSD Online Distance Learning Program		
_____ <input checked="" type="checkbox"/> Required Signature of Parent/Guardian	_____ Date		

**★ Parent/Guardian Rights Acknowledgement Form ★**

(Please sign and return this section to the school of attendance.)

2024-2025 SCHOOL YEAR

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	<input type="radio"/> Union Mine High School	<input type="radio"/> Independence High School	<input type="radio"/> Pacific Crest Academy
	<input type="radio"/> EDUHSD Online Distance Learning Program		
_____ <input checked="" type="checkbox"/> Required Signature of Parent/Guardian	_____ Date		

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	<input type="radio"/> EDUHSD Online Distance Learning Program		
_____ <input checked="" type="checkbox"/> Required Signature of Parent/Guardian	_____ Date		