

# Handbook <sup>2016-17</sup>

# Student



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

EL DORADO UNION HIGH SCHOOL DISTRICT, PLACERVILLE, CA 95667

*Published by Student Services*

August 2016

Dear Parent and Student:

The District has organized this online *Student Handbook* to help answer questions and enable you to be more informed about academic requirements, student services, student activities, individual school schedules, and much more. A booklet, *Annual Notification to Parents/Guardians*, providing important information about federal and state laws relating to rights of parents/guardians and students, is mailed prior to the beginning of school each year.

Parents/guardians are asked to complete the *Parents Rights Acknowledgment* form on the back page of the notice and return it to your son’s or daughter’s school. The Annual Notification to Parents/Guardians is also available on the .net Parent Portal. The Parents Rights Acknowledgment can be submitted via the .net Parent Portal.

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

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

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

Best wishes for a successful 2016–17 school year!

Sincerely,



Stephen Wehr  
Superintendent

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

## General Information

The El Dorado Union High School District is located on the western slope of the Sierra Nevada mountains in El Dorado County. Since the early 1900s, the enrollment has grown from 100 students to more than 6,600 today.

### Board of Trustees

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

### Board Meetings

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

### District Address

**EL DORADO UNION  
 HIGH SCHOOL DISTRICT**

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

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

**Fax: (530) 622-5087**

**Transportation: (530) 622-6306**

**Maintenance: (530) 622-0140**

**Warehouse: (530) 622-4905**

**Website: www.eduhsd.net**

### District Administration

#### SUPERINTENDENT

Stephen Wehr

#### EDUCATIONAL SERVICES, TESTING, & CAREER PREPARATION

Christopher Moore, Asst. Superintendent

#### STUDENT SERVICES, ALTERNATIVE EDUCATION, & SPECIAL EDUCATION

Steve Volmer, Asst. Superintendent, Student Services  
 Pam Bartlett, Director, Special Education & 504  
 TBD, Director, Educational Options & Innovations

#### HUMAN RESOURCES

Tony DeVille, Asst. Superintendent

#### BUSINESS SERVICES

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

## Parent Notification

### Annual Notifications to Parents/Guardians

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

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

The Annual Notification to Parents/Guardians is also available on the .net Parent Portal. The Parents Rights Acknowledgment can be submitted via the .net Parent Portal.

### School Accountability Report Card

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

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

**www.eduhsd.net  
 www.edcoe.org**

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

### Nondiscrimination Policies

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

## UNIFORM COMPLAINT PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

## TO FILE A UNIFORM COMPLAINT

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

### Complaints will be kept confidential.

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

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

**Tony DeVille  
Asst. Superintendent, Human Resources  
4675 Missouri Flat Road, Placerville, CA  
95667  
530.622-5081, ext. 7213**

## 2016–17 Student Calendar

**JULY '16**

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

**JANUARY '17**

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			

August 8                      First Day of Classes  
 October 7                    End 1st Quarter (Minimum Day – Site Optional)  
 December 16                End 1st Semester  
 March 17                      End 3rd Quarter  
 May 26                        Last Day of Classes  
 May 30-31                    Snow Day Allowance

**AUGUST '16**

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		

**FEBRUARY '17**

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			

**Credit Recovery & Testing**

January 3–6                  Mid-Year Intersession  
 Test Window                TBD pending CDE determination  
 May 30–June 5              End-of-Year Intersession

**District Collaboration Days – Early Release**

August 29	December 5	March 27
September 26	January 30	April 24
October 24	February 27	

**Holidays/Vacation Days**

July 4	Independence Day
September 5	Labor Day
November 11	Veteran's Day
November 21–25	Thanksgiving Recess
December 19	Winter Break Begins
January 1	New Year's Day (Sunday)
January 6	Winter Break Ends
January 16	MLK, Jr. Day
February 17	Lincoln's Day
February 20	Washington's Day
April 10–14	Spring Break
May 29	Memorial Day

**SEPTEMBER '16**

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

**MARCH '17**

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

**OCTOBER '16**

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 '17**

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

**Graduations**

May 25    ALT ED (pm); UMHS (pm)  
 May 26    ORHS (pm); PHS (pm)  
 May 27    EDHS (am); VA (am)

**EARLY RELEASE TIMES**

High School	Collaboration Days	Early Release Days
El Dorado & Vista	2:00 pm	Mondays 2:40 pm
Oak Ridge	1:50 pm	Mondays 1:50 pm
Ponderosa	12:53 pm	--
Union Mine & Mt View	1:20 pm	Wednesdays 1:20 pm*
EDUHSD Virtual Academy	12:30 pm	--
Independence	1:05 pm	Mondays 1:05 pm

\*UMHS /MVHS: On District Collaboration Mondays, Wednesday release reverts to the regular release time.

All Sites: For specific early release times, see District Web site, or Student Handbook, or contact your school.

**DECEMBER '16**

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 '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

## 2016–17 School Calendar – Virtual Academy

**JULY '16**

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

**JANUARY '17**

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			

**Start/End School & Semester End:**

August 8	First Day of School
December 16	End 1st Semester
May 26	Last Day of School
May 30–31	Snow Day Allowance

**Intercessions:**

January 3–6	Mid-Year Intercession
May 30–June 5	End-of-Year Intercession

**AUGUST '16**

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		

**FEBRUARY '17**

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			

**Collaboration Days/Early Release (District Collaboration Days in bold):**

August 15, 22, <b>29</b>	January 9, 23, <b>30</b>
September 12, 19, <b>26</b>	February 6, 13, <b>27</b>
October 10, 17, 24, <b>31</b>	March 6, 13, 20, <b>27</b>
November 7, 14, 28	April 3, 17, <b>24</b>
December 5, 12	May 1, 8, 15, 22

**Holidays/Vacation Days**

July 4	Independence Day
September 5	Labor Day
November 11	Veteran's Day
November 21–25	Thanksgiving Recess
December 19	Winter Break Begins
January 1	New Year's Day (Sunday)
January 6	Winter Break Ends
January 16	MLK, Jr. Day
February 17	Lincoln's Day
February 20	Washington's Day
April 10–14	Spring Break
May 29	Memorial Day

**SEPTEMBER '16**

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

**MARCH '17**

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	31	31

**Graduations:**

May 27	Virtual Academy (am)
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**OCTOBER '16**

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 '17**

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

**Early Release Times**

District Collaboration Mondays	Early Release Days
Mon 12:30 pm	12:30 pm

**NOVEMBER '16**

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 '17**

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	<del>30</del>	<del>31</del>		

**DECEMBER '16**

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 '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

## Graduation Requirements

GRADUATION COURSE REQUIREMENTS (BP 6146.1)		
SUBJECT	YRS	UNITS
English	4	40
Math (minimum of Algebra I)	3**	30
Physical Science	1	10
Biological Science	1	10
Social Studies		
World History	1	10
U.S. History / Geography	1	10
American Government/Civics	0.5	5
Economics	0.5	5
Visual & Performing Arts / Foreign Language or CTE	1	10
Physical Education (unless exempted per E.C. 51225.3)	2	20
Health Education	0.5	5
Technology Education (minimum 5 credits): ICT Foundations or Exploring Computer Science	0.5 or 1	5
Core Units (required subjects)		160
Elective Units		80
<b>Units Required to Graduate</b>		<b>240</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. (*Education Code 51224.5*)

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

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

**Graduation Requirements.** Students must meet the school district requirement of 240 credits to receive their diploma.

### Computer Literacy Requirement.

Students have a graduation requirement in computer literacy and software applications. Students may meet this requirement by either completing the ICT 1 Foundations course or by passing a Challenge Exam. (Check the District website to see whether it will be offered.) Students who take this Exam must pass all eight sections.

## Scheduling Classes

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

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

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

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

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

**Early Withdrawal.** Students may drop courses without an “F” grade penalty through the 4th week of the semester. At Union Mine High School, block courses may be dropped without penalty through the 2nd week of the semester. Any course dropped after that time will only be dropped with a failing grade.

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

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

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

## Grades

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

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

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

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

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

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

**Transcripts.** Transcripts are maintained in the Counseling Office by the Registrar. Students can request that a transcript be sent to colleges, universities, and scholarship

sponsors/organizations by completing a Transcript Request form. Each school maintains a fee structure for transcript reproduction.

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

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

Fill in the following:

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

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

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

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

## Report Cards and Schedule

**Reports to Parents.** Eight grade reports are distributed to homes during the year, approximately one every 4–5 weeks. This is twice the number of reports usually sent by high schools in California, but is done in this high school district to help students, parents, and teachers

determine and discuss student achievement more frequently. Duplicate copies of all reports of student progress are available in the Counseling Office.

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

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

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

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

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

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

### Report Schedule (except Union Mine High School):

9/16	1st mid-quarter progress report sent home
10/14	1st quarter report card sent home
11/14	2nd mid-quarter progress report sent home
1/13	Semester 1 report card sent home
2/21	3rd mid-quarter progress reports sent home
3/24	3rd quarter report card sent home
4/28	4th mid-quarter progress report sent home
6/2	Semester 2 report card sent home

### Report Schedule – Union Mine High School:

1st TERM	
9/16	1st quarter progress report sent home
10/14	1st semester report card sent home
11/14	2nd quarter progress report sent home
1/13	2nd semester report card sent home
2nd TERM	
2/21	1st quarter progress report sent home
3/17	1st semester report card sent home
4/28	2nd quarter progress report sent home
6/2	2nd semester report card sent home

be proctored in spring 2016. Smarter Balanced assessments make use of computer adaptive technology. These assessments will go beyond multiple-choice questions and include short constructed responses, and performance tasks that allow students to complete an in-depth project that demonstrate analytical skills and real-world problem solving. The assessments are aligned to the state content standards for English language arts and mathematics. In addition, the assessments are designed to provide students and parents with more detailed feedback on a student’s readiness for post-secondary training at community colleges and 4-year universities prior to a student entering the 12th grade. One of the primary goals of the new testing system is to increase the number of students entering community colleges and 4-year colleges without the need for remediation. Research has shown that students who do not need remediation have a much higher likelihood of completing career technical education training, completing an A.A. or A.S. degree, or earning a B.A. or B.S. degree. Academic preparation in English language arts and mathematics is the primary focus of the new testing and accountability system.

The federal government under the Elementary and Secondary Education Act requires that all 10th grade students take a grade-level science exam. Students will take the 10th grade California Life Science Standards Test during the spring semester.

## High School Diploma Equivalency Tests

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

Concurrently enrolled 18-year-old high school students can

## Test Information

### Achievement Tests

The California Department of Education requires EDUHSD 11th grade students to participate in the Smarter Balanced Assessment Consortium assessments for English language arts and mathematics. These exams will

also take the test. Prior to the test, a no-cost pre-test is given to identify strengths and weaknesses. Please visit the California Department of Education website for GED testing information at:

[www.cde.ca.gov/ta/tg/gd](http://www.cde.ca.gov/ta/tg/gd)

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

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

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

## Testing Calendar

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

Check the above website link for periodic updates to the testing calendar. The testing calendar is located under the Educational Services Department.

## Homework Make-up Conditions

### Absence

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

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

### Suspension

The teacher of any class from which a student is suspended is required to provide the suspended student with assignments and homework that will be missed during the suspension. A student is suspended for behavior and is given consequences for his/her actions; it is not the intent of the District Board of Trustees to use suspension as a method for punishing students academically. The teacher will assign homework within 48 hours of the first day of the suspension. The suspended student will be permitted to complete any assignments and tests missed during the suspension or receive assignments of equivalent value. All makeup work will be graded and assigned equivalent value (as compared to a student who is not suspended). All makeup assignments and homework will be counted toward the student's overall grade in the class. Students

will be expected to complete makeup work within a reasonable time period (not to exceed 2 days for each day of suspension). *BP/AR 5121, 6154*

### Truancy

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

## Homework Guidelines

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

### Homework Purposes

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

### Student Responsibilities

- Listen carefully to all directions or explanations about homework and write (when appropriate) the homework assignment on paper.
- Ask questions if the assignment is not clear.
- Begin assignments promptly and turn them in on time.

- Take the initiative in making up work missed for any reason.
- Meet the homework standards and strive to produce his/her best work.
- Develop good study habits.
- Develop a sense of responsibility.
- Assume responsibility for returning all books and/or materials which have been assigned.

### Teacher Responsibilities

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

### Parent / Guardian Responsibilities

- Teach good study habits.
- Encourage the student to complete assignments.
- Assist teachers in developing the student's initiative and responsibility.
- Insist upon the proper use and care of books and materials.
- Show interest in the student's work.
- Encourage the student and offer counsel, but insist that the student do his/her own work.
- Check to see that homework assignments are completed.

- Talk with teachers if assignments seem to be causing the student continuing problems.
- Communicate with the school through calls, visits, and participation on school committees.

**Principal Responsibilities**

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

**Counseling & Career Planning Services**

**Counseling Department**

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

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

**The Career Center**

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

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

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

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

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

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

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

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

**Naviance**

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

**Career Assessments**

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

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

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

**Inter and Intra District Transfers**

**Intradistrict Transfers**

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

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

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

**Interdistrict Transfers**

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

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

## Open Enrollment

### Intradistrict Open Enrollment.

Per Board Policy 5116.1, the parents/guardians of a student who resides within El Dorado Union High School District boundaries may apply to enroll their child in any district school, regardless of the location of the residence within the district, if the desired school is not at or over capacity.

For the 2016–17 school year, Oak Ridge, Ponderosa, and El Dorado high schools have projected enrollments that exceed their established capacities. A limited open enrollment process was completed in January 2016 for Union Mine High School for the 2016–17 school year to bring them to their school's capacity.

## General Services

### Cafeteria

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

### Copy Machine

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

### Daily Bulletin

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

### Deliveries to Students

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

## Emergency Messages to Students

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

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

Information about student insurance policies is available from the schools.

### Library

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

### Lost and Found

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

### Parking

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

### School Pictures

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

### Student Body Cards/ Stickers

Student body cards are provided to all students for

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

### Student Guest Passes

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

### Work Permits

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

## Transportation Services

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

1. By linking to the District website at: [www.eduhsd.net](http://www.eduhsd.net)
2. By referring to the Bus Routes posted at the school sites.
3. By calling the Transportation Department at: **(530) 622-6306, ext. 7242 or 7245**
4. By referring to the *Annual Notifications to Parents/Guardians* publication.

(Also refer to the *Annual Notification to Parents/Guardians* publication for bus ridership rules and Inclement Weather Notification.)

#### NOTE

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

## Services Through the District

### Student Success Team

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

### Tutoring

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

### Psychological Services

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

**(530) 622-5081, ext. 7253**

**Substance Abuse Counseling**

A referral list is available through the Counseling Office.

**El Dorado County Office of Education Teen Parent Program**

The EDCOE Teen Parent Program is a comprehensive, community-linked school program for expectant and parenting students and their children.

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

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

**Special Education**

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

**(530) 622-5081, ext. 7253**

**Homeless Program**

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

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

**Services Through the Community**

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

**Alcoholics Anonymous (530) 622-3500**

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

**Al-ATeen (916) 334-2970**

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

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

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

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

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

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

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

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

**Emotional Distress County Mental Health (530) 621-6290**

**Family Dysfunction New Morning (530) 622-5551**

**Family Planning County Health Department (530) 621-6100**

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

**Narcotics Anonymous 1 (800) 240-4956**

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

**Rational Recovery System (530) 621-4374**

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

**Sexual Assault (530) 626-1450 24-hour Crisis Line: (530) 626-1131**

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

**Tobacco Use Protection (530) 621-6142**

See referral list available through the Counseling Office.

**Clubs and Organizations**

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

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

**Academic Decathlon**  
Students prepare for a competitive academic contest.

**Adventure Club**

**American Math Competition Club**

**Anonymous**

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

**Art Media**

**Associated Student Body / Student Government**

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

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

**Band**

**Blue Latte**

**Book Club**

**Bruin Blooms**

**Campus Light**

**Careers with Kids****CSMO**

Cheerleaders, Song Leaders, and Mascots organization.

**Chess Team**

Open to students who like to play chess.

**Choir / Choral****Computer Science Club****Cougar Crew****Creative Writers Club****Culture Club****Current Affairs****CSF (California Scholarship Federation)**

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

**Dance****Diamondback DJs****Do Something Club****Drama Club**

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

**Drill and Flag Team / Flag Team**

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

**Electronics****Faith Out Loud****Fashion Club****FHA Hero****Film****Food Culture****Foreign Language Clubs**

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

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

**Future Farmers of America (FFA)****Friend of Animal Outreach****Friends of Oak Ridge (FOR)**

This parent volunteer group invites all parents interested in supporting Oak Ridge High School to participate.

**Frontline Fellowship****Gamers United Interface****GATE**

Gifted and Talented Education.

**Gay/Straight Alliance**

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

**Go-Kart Club****Grace Foundation****GSA**

This club helps people be understanding and accepting of others.

**Hands4Hope****Health Academy****Hexaflexagon****HTAG-EDU****Industrial Arts Club****Interact Club**

This club participates in service projects, such as the community garden and Empty Bowls. This is a service club sponsored by the Placerville Rotary.

**I Support American Women (ISAW)****Italian Club****Juggling Club**

This club teaches and improves juggling, unicycling, balloon twisting, and various other circus art skills.

**Junior State**

Politics and debate club.

**Key Club**

This is a coed service club cosponsored by local Kiwanis clubs that focus on developing leadership skills and community service projects.

**Knitting Club****Leo Club**

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

**Link Crew / Link Leader**

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

**Magic Club**

This club teaches and improves the performance of magic tricks.

**Manos a la Obra Club****Mock Trial**

Mock Trial is a simulated trial proceeding created to teach student legal procedures, reasoning, critical thinking, decision making, public speaking, teamwork, and leadership skills. Students work with hypothetical criminal cases in roles as pretrial attorneys, defense and prosecution attorneys, witnesses, court clerks, bailiffs, and jurors.

**Mountain Bike Club****Multi-Cultural Club****Music Boosters**

This club consists of parents and interested adults who wish to support the Music Department.

**Music Club**

This club is for students interested in Music.

**My Little Pony; Friendship is Magic****MyStrength Club**

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

**Newspaper****NHS**

National Honor Society.

**Odyssey of the Mind****ORHS Christian Club****ORHS Sand Volleyball****Ornithology Club**

Do you love birds? Come watch, talk about, and study birds.

**Paintball****Peer Counseling****Photography Club**

**Politically Aware Coalition**

This is a nonpartisan club to learn and discuss political issues of the day.

**RAK (Random Act of Kindness)**

**Red Cross**

**Renaissance Club**

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

**ROAR Dance Club**

This club teaches various dance styles, as well as promotes and extends the benefits of dance through the high school and community.

**Robotics**

**Roller Hockey**

**Safe School Ambassadors**

This is an on-campus leadership group.

**Save the Environment**

**School Site Council**

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

**SIP**

**Skateboarding Club**

**Slackline**

**Soldiers for Christ**

**Speech and Debate / Forensic Society**

This is a speech club for those who are interested in competing in public speaking. Students compete in such contests as Voice of Democracy, Lions Club, Native Sons, and United Nations Pilgrimage for Youth. Students may also enter tournament competitions in

debate, extemporaneous speaking, and oral interpretation.

**STEM**

**Student Council**

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

**Tech Team**

**Truth Revealed**

**Uke Crazy Club**

**Ultimate Frisbee Alliance**

**Video Production**

**Vocational Industrial Clubs of America (VICA)**

Leadership skills training in vocational areas.

**WATA (Walk the Talk)**

**Women of Worth**

**Yearbook**

**Youth and Government**

**Youth Peace Coalition**

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**Sports**

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

**Sports Eligibility**

Schools in the district have strong sports programs. In order to participate in the sports programs, students must earn

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

All 9th grade students are eligible the first quarter.

**Life Fitness II Options**

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

**Sports Participation Donation**

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

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

**Scrip – General Information**

El Dorado Union High School District offers a Scrip Program to help defray some of the expenses associated with high school. Parents, family, and friends can participate in the Scrip Program and earn scrip credits from merchants they normally shop with to benefit students or specific programs. Currently, all schools in the

El Dorado Union High School District participate in the Scrip Program. Scrip credits can be used to make a \$95-per-sport donation or can be used to help pay for expenses incurred with participation in music programs, ASB, clubs, cheerleading and even academics. AP exams can be paid through your Scrip Account.

For scrip information and forms, refer to the District website:

**[www.eduhsd.net](http://www.eduhsd.net)**

The scrip link can be found on the Home Page.

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

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

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

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

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

**Raley's / BeAir / Nob Hill Foods**  
The Raleys' Family of Markets offers a paperless Scrip program within their new **Something Extra Program**. Sign up for Something Extra at [www.raleys.com](http://www.raleys.com). Set up an account with a user ID and password. You will need this for your quarterly statements. Once your account is set up,

click on *Extra Credit*. To find your school, type the school's name in the search field and click *Search*. Choose the school with the address 4675 Missouri Flat Rd. There should be no booster or program name attached. Once your school appears in the *My Organizations* field assign a percentage of your earnings to the school. Raleys Markets pays a flat 1.5% on qualifying purchases on a quarterly basis. Families participating in the Raleys Something Extra Program must provide their Supporter ID number to the District Scrip Coordinator. To find your Supporter ID number, log in to your Something Extra account at [www.raleys.com](http://www.raleys.com). Click on *Something Extra*, then click on *Extra Credit*. This will take you to the Extra Credit home page. The Supporter ID number is located above the *Your Organization* box. Most numbers start with 1000...! Families may either fax, mail, or email their Supporter ID number to the District Scrip Coordinator. To receive credit from Raleys, this number must be on file at the High School District Office. (Note: The Supporter ID number and your Raley's Loyalty number are not the same.)

**eScrip & SaveMart.** New for the 2016-17 school year: SaveMart stores and their S.H.A.R.E.S. Scrip Program has joined the eScrip family. Sign up for an eScrip account by going to [www.escrip.com](http://www.escrip.com). Once you are registered with eScrip, go to the Merchants section of eScrip, scroll down to find SaveMart stores. On the far right you will see "Add phone number or Card number." You can choose to add your phone number and use it at the register or you can use your SaveMart *Save Smart Rewards* card at the register. Whichever method you choose, it needs to be registered with eScrip. SaveMart donates up to 3% of your total qualifying purchases to the scrip program. eScrip pays monthly usually

three months after purchases are made.

**eScrip On-Line Mall.** For families who shop on the internet, check out the On-Line Mall at eScrip. Earn scrip from hundreds of internet merchants. Use the eScrip link to get to your favorite merchants' online sites and you can earn scrip credits on qualifying purchases.

Also new to eScrip is the **Benefits Mobile** Program. Learn more about using your smart phone to earn scrip credits at the [www.escrip.com](http://www.escrip.com) website. This new smart phone app allows you to buy and redeem electronic gift cards instantly which will earn you scrip credits. In most cases you can purchase and redeem the electronic gift cards for the exact amount of your transactions. This new way to earn scrip is very easy to use with lots of earning potential for adding credits to your scrip account. Go to [www.escrip.com](http://www.escrip.com) to learn more about this exciting new scrip program. eScrip charges a 15% service fee which is deducted from scrip earnings prior to payment to the district schools. **Please Note: As of August 1, 2015 Safeway stores are no longer participating in the eScrip program.**

**ForkLift/Nugget Markets Scrip Program.** Nugget Markets is the parent company to ForkLift. Nugget Markets offers a scrip program which uses a Scrip Card. The Scrip Card can be used at any of the Nugget Markets including Fork Life and Food4Less. To obtain a Nugget Markets Scrip card and registration instructions please contact the Scrip Coordinator at the District Office. Nugget Market will keep track of their customer's purchases each month. They donate based on an increasing scale of 1-4% of qualifying purchases. The more you spend the more they donate. Nugget pays quarterly.

Family and friends can all sign up to help earn scrip credits for your own student accounts. For more information:

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

## Student Attendance & Behavior

### Attendance Policies

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

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

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

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

### Attendance Office Phone

**Numbers:**  
El Dorado HS (530) 622-3634  
ext. 1011  
  
Oak Ridge HS (916) 933-6980  
or (530) 677-4402  
ext. 3080

Ponderosa HS (530) 677-2281  
ext. 2215

Union Mine HS (530) 621-4003  
ext. 4114

Independence HS  
(530) 622-7090  
IHS – ext. 7132  
ISP – ext. 7006  
CDS – ext. 7136

Virtual Academy  
(530) 622-6212

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

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

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

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

the appropriate addresses and phone numbers.

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

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

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

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

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

**Legally Excused Absences.** Excused Absences are those due to illness, injury, medical and dental appointments, funeral services for a member of the immediate family, or quarantine. Excused absences

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

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

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

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

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

**18-Year-Old Student Absences.** The State of California has determined that 18-year-old

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

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

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

### Student Behavior Expectations

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

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

School rules and procedures established to maintain positive

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

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

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

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

## Health & Safety

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

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

**El Dorado High School**

561 Canal Street  
Placerville, CA 95667

**(530) 622-3634**

Attendance: ext. 1011 or 1012

Faxes:  
Administration (530) 622-1802  
Counseling (530) 622-5497

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

Principal: Chas Prior  
Asst. Principals: Leslie Redkey  
Justin Gatling  
Ann Clark

Dir. of Guidance: Nissa Martin  
Counselors: Karen Carrillo  
Lisa Woods  
Kari Fregoso

**BELL SCHEDULE**

**MONDAY**

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

Faculty Collaboration  
2:40 – 3:25

**TUESDAY – FRIDAY**

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

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

**Oak Ridge High School**

1120 Harvard Way  
El Dorado Hills, CA 95762

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

Attendance: ext. 3080

Faxes:  
Administration (916) 933-6987  
Counseling (916) 933-7631

Website:  
<http://www.orhsonline.com>

Principal: Aaron Palm  
Asst. Principals: Lindsey Kovach  
Ronald Thomas  
Don Azevada  
Kimberly Doyle

Dir. of Guidance: Jon Pratt  
Counselors: Darsy Arburn  
Mandy Fiedler  
Jill Howard  
Kim Cerutti  
Jenisse Bovo

**BELL SCHEDULE**

**MONDAY**

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

Faculty Collaboration  
2:00 – 3:00

**TUESDAY / THURSDAY**

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

**WEDNESDAY / FRIDAY**

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

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

**Ponderosa High School**

3661 Ponderosa Road  
Shingle Springs, CA 95682

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

Attendance: ext. 2215

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

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

Principal: Lisa Garrett  
Asst. Principals: Darrin Slojkowski  
Serna Teixeira  
Jeremy Hunt

Dir. of Guidance: Jim Spratling  
Counselors: Keri Hanson  
Katie Hunter  
TBD

**BELL SCHEDULE**

**REGULAR DAY  
M - T - F**

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

**BLOCK DAY  
W - TH**

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

**COLLABORATION DAY**

Period	Starts	Ends
1	7:25	8:04
2	8:10	8:52
3	8:58	9:34
4	9:40	10:16
5	10:22	10:58
Lunch	10:58	11:28
6	11:34	12:10
7	12:17	<b>12:53</b>

**EARLY RELEASE COLLABORATION DAYS**

Additional Site Collaboration Days	District Collaboration Mondays
August 15, 2016	August 29, 2016
September 12, 2016	September 26, 2016
October 10, 2016	October 24, 2016
November 7, 2016	—
—	December 5, 2016
January 9, 2017	January 30, 2017
February 13, 2017	February 27, 2017
March 13, 2017	March 27, 2017
—	April 24, 2017
May 8, 2017	

**Union Mine High School**

6530 Koki Lane  
El Dorado, CA 95623

**(530) 621-4003**

Attendance: ext. 4114

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

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

Principal: Paul Neville  
Asst. Principals: Jennifer Myers  
Chuck Palmer  
  
Dir. of Guidance: Denise DeRosa  
Counselors: Kim Secor-Leigh  
Mike Ziegler

BELL SCHEDULE

4x4 BLOCK

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

WEDNESDAY D-BACK SCHEDULE

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

COLLABORATION SCHEDULE

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

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

<u>2016</u>	<u>2017</u>
August 15, 22, <b>29</b>	January 9, 23, 30
September 12, 19, <b>26</b>	February 6, <b>27</b>
October 3, 17, <b>24, 31</b>	March 6, 13, 20, <b>27</b>
November 7, 14	April 3, <b>24</b>
December <b>5, 12</b>	May 8, 15

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**EDUHSD Virtual Academy**

6540 Koki Lane  
 El Dorado, CA 95623

**(530) 622-6212**

Fax: (530) 622-1071

Website: <http://edvirtualacademy.com>

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Administrator: TBD,  
 Director of Educational Options &  
 Innovations

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

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

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

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

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

Features of the EDUHSD Virtual Academy include:

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

Please call school for individual student schedules.

<b>BELL SCHEDULE</b>	
Period 1	7:55 – 9:25 am
Period 2	9:35 – 11:05
Break	9:25 – 9:35
Period 3	11:05 – 12:35
LUNCH	12:35 – 1:05 pm
Period 4	1:05 – 2:35
LTI Fridays: no classes	

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**Independence High School**

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

**Mailing Address:**  
**4675 Missouri Flat Road**  
**Placerville, CA 95667**

**(530) 622-7090**

Attendance: ext. 7132

Fax: (530) 642-2291

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

Principal: Alison Gennai

Counselor: Susana Mayfield

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

**MONDAY-FRIDAY BELL SCHEDULE**

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

**DISTRICT COLLABORATION BELL SCHEDULE**

Period	Starts	Ends
1	7:50	8:35
<b>Breakfast Break</b>	<b>8:35</b>	<b>8:50</b>
2	8:55	9:40
3	9:45	10:30
4	10:35	11:20
5	11:25	12:10
<b>Lunch</b>	<b>12:10</b>	<b>12:40</b>
6	12:45	1:05
<b>Student Dismissal</b>		1:05
<b>Collaboration</b>	1:05	3:00

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**Vista High School**  
 561 Canal Street  
 Placerville, CA 95667

**(530) 622-3634**

Attendance: ext. 1011 or 1099

Fax: (530) 622-1802

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

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Principal: Leslie Redkey

Counselor: Karen Carrillo

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

**Early Release on Districtwide Collaboration Days:** 2:00 p.m.

See Student Calendar.

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## GED Program

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

[www.cde.ca.gov/ta/tg/gd](http://www.cde.ca.gov/ta/tg/gd)

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## Adult Education Diploma Program

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

Gary Sutherland, Principal  
 (530) 295-2434

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## Regional Occupational Program (ROP)

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

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

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

To learn more about the industry sector CSROP programs, please visit the website [www.eduhsd.net](http://www.eduhsd.net). For registration information, call:

**(530) 622-5081, ext. 7239**