

EL DORADO UNION HIGH SCHOOL DISTRICT
4675 Missouri Flat Road, Placerville, CA 95667



ANNUAL NOTIFICATION TO PARENTS / GUARDIANS 2014-15

IMPORTANT! – SIGN & RETURN APPLICABLE FORMS:

- ★ Green Form: Parents Rights Acknowledgment Form (Mandatory)
- ★ Gray Form: Request for Notification of Pesticide Use
- ★ Yellow Form: Free and Reduced Meal Application
- ★ Blue Form: Application for Bus Transportation

The *No Child Left Behind Act* requires schools to provide directory information to the military; see Page 21.

Use this publication in conjunction with the *Student Handbook* and District web site <http://www.eduhsd.net>

Refer to the District web site for transportation bus routes

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2014–15 School Calendar

JULY '14

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
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JANUARY '15

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AUGUST '14

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FEBRUARY '15

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SEPTEMBER '14

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MARCH '15

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OCTOBER '14

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APRIL '15

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NOVEMBER '14

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MAY '14

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DECEMBER '14

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JUNE '15

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Start/End School & Quarter/Semester End:

August 7	First Day of School
October 10	End 1st Quarter
December 19	End 1st Semester
March 20	End 3rd Quarter
May 29	Last Day of School
June 1–2	Snow Day Allowance

Credit Recovery & Testing:

January 5–9	Mid-Year Intersession
TBD	Test Window
June 1–5	End-of-Year Intersession (dates subject to change)

District Collaboration Days (Early Release):

August 25	January 26
September 22	February 23
October 20	March 16
November 17	April 20

Holidays/Vacation Days:

September 1	Labor Day
November 11	Veteran's Day
November 24–28	Thanksgiving Recess
December 22	Winter Break Begins
January 1	New Year's Day
January 9	Winter Break Ends
January 19	Martin Luther King, Jr., Day
February 13	Lincoln's Day
February 16	Washington's Day
March 30	Spring Break Begins
April 6	Spring Break Ends
May 25	Memorial Day

Graduations:

May 28	Alternative Ed (pm); UMHS (pm)
May 29	ORHS (pm); PHS (pm)
May 30	EDHS (am); SHS (am)

Early Release Times

High School	District Collaboration Mondays	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*
Independence	12:00 pm	—

*For specific early release days, see District Web site, or Student Handbook, or contact your school.

2014–15 School Calendar – EDUHSD Virtual Academy @ Shenandoah

JULY '13

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JANUARY '14

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AUGUST '13

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FEBRUARY '14

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SEPTEMBER '13

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MARCH '14

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OCTOBER '13

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APRIL '14

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NOVEMBER '13

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MAY '14

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DECEMBER '13

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JUNE '14

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1	2	3	4	5
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15	16	17	18	19
22	23	24	25	26
29	30			

Start/End School & Semester End:

August 7	First Day of School
December 19	End 1st Semester
May 29	Last Day of School
June 1–2	Snow Day Allowance

Academic Recovery, Exhibitions & Testing :

December 8–17	Exhibitions
January 5–9	Mid-Year Intersession
TBD	Test Window
May 13–27	Exhibitions
June 1–5	End-of-Year Intersession (dates subject to change)

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

August 11, 18, 25	January 12, 26
September 8, 15, 22 , 29	February 2, 9, 23
October 6, 13, 20 , 27	March 2, 9, 16 , 23
November 3, 10, 17	April 13, 20 , 27
December 1, 8, 15, 18, 19	May 4, 11, 18, 28, 29

Holidays/Vacation Days:

September 1	Labor Day
November 11	Veteran's Day
November 24–28	Thanksgiving Recess
December 22	Winter Break Begins
January 9	Winter Break Ends
January 19	Martin Luther King, Jr., Day
February 13	Lincoln's Day
February 16	Washington's Day
March 30	Spring Break Begins
April 6	Spring Break Ends
May 25	Memorial Day

Graduations:

May 30	SHS (am)
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Early Release Times

District Collaboration <u>Mondays</u>	Early Release <u>Days</u>
Mon 12:30 pm	12:30 pm

EL DORADO UNION HIGH SCHOOL DISTRICT
Office of Student Services
4675 Missouri Flat Road,
Placerville, CA 95667
(530) 622-5081

★ **Important Information Requiring Parental Signature Enclosed**

Dear Parent(s) and Guardian(s):

Welcome to the 2014–15 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 annual notification to parents and legal guardians (hereafter included in the term 'parents') of minor pupils of their rights regarding certain school activities. Education Code Section 48982 requires that parents sign and return to school the notice acknowledging that they have been informed of their rights. Legally required notification is hereby provided:

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

SPECIAL NOTICE TO PARENTS ABOUT THE CALIFORNIA HIGH SCHOOL EXIT EXAM AS A GRADUATION REQUIREMENT

State law mandates that students must pass the California High School Exit Examination (CAHSEE) as a requirement for receiving their high school diploma.

The staff of the El Dorado Union High School District are dedicated to ensuring that all students receive the instruction and access they need to the content standards to pass both the CAHSEE and all other graduation requirements. Students will be offered many opportunities for additional support if it is needed. Students, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12, are to be provided the opportunity to receive intensive instruction and services for up to 2 consecutive academic years after the completion of grade 12. You will be kept informed of these tutorial opportunities. You will also receive additional information on the CAHSEE as that information is released by the state.

Students with a disability who have an Individualized Education Plan (IEP) or Section 504 Plan that states they have satisfied or will satisfy all other state and local requirements to receive a high school diploma may be exempt from meeting the CAHSEE requirement. Students with an IEP or 504 Plan who score 350 or higher on the mathematics and/or English/language arts (ELA) portion of

the CAHSEE with the use of modifications may request a waiver from the school board to ensure satisfaction of the CAHSEE requirement. All students are encouraged to continue to take the CAHSEE with appropriate instructional support as addressed in an IEP or Section 504 plan.

If you have any questions about the CAHSEE, please contact your school counselor. Additional information about the CAHSEE is posted on the California Department of Education Internet web site at:

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

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

- **Student Handbook** available in July of each year on the District web site.
- **District web site (<http://www.eduhsd.net>)** for parent/guardian/student information as well as District policies and regulations.

Note—For those students and parents who do not have a home computer or Internet access to print any of the publications that may be available on-line, please contact the Counseling Office at your respective school site to obtain a copy.

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**

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

PROCEDIMIENTOS UNIFORMES PARA UNA QUEJA BASADA EN Discriminación, Persecución o Acoso Sexual, Intimidación, o Acoso(Bullying) basados en el Título IX , acto Williams, y Cargos no autorizados a estudiantes

El Distrito Escolar El Dorado Unión High es responsable principalmente por mantener un ambiente de aprendizaje libre de discriminación, persecución sexual, violencia, asado en características actuales o percibidas tales como se notan en las secciones 422.55 del Código Penal y el Código Estudiantil 220 , incapacidad, sexo, identidad sexual, expresión de género, nacionalidad, raza u origen étnico, religión, orientación sexual o asociación con una persona o grupos con una o más de estas características. Los estudiantes no deberán ser requeridos a pagar una suma de dinero no autorizada por la participación en actividades del distrito.

Ninguna Discriminación. Cualquier alumno que se involucre en la discriminación de otro alumno o alguna persona del distrito puede estar sujeto a acciones disciplinarias y hasta incluir expulsión. Cualquier empleado que permita o se involucre en esta discriminación podrá estar sujeto a acciones disciplinarias hasta e incluyendo su despedida.

Cualquier alumno, miembro de la facultad, o padre que cree que ha ocurrido una discriminación debe hablar inmediatamente con el maestro, director de la escuela, o Coordinador del distrito para Título IX y Procedimientos de Quejas. Si la preocupación no se resuelve, una queja formal puede ser iniciada en la escuela o hablando directamente al Coordinador del distrito. **Copias de las Formas de Quejas y Demandas deben ser obtenidas gratis en las oficinas escolares o en el Distrito o con el Coordinador de Procedimientos de Quejas del Título IX.**

Persecución o Acoso Sexual. El distrito ha adoptado la siguiente política estricta que contiene procedimientos y reglas para reportar la persecución sexual y buscar remedios.

“La Junta Directiva prohíbe la persecución o acoso sexual de cualquier persona en o del distrito la cual va en contra de la ley . La persecución o acoso sexual incluye avances sexuales no bienvenidos, peticiones de favores sexuales, u otro conducta verbal, visual o físico de naturaleza sexual hecho contra otra persona del mismo u otro género en el trabajo o lugar educacional. Debe ser señalado que acoso sexual incluye acoso por personas del mismo sexo y acoso basado en orientación sexual. Cualquier alumno que se involucra en persecución sexual de otro alumno o cualquier persona del distrito puede estar sujeto a acciones disciplinarias hasta e incluyendo la expulsión. Cualquier empleado que permite o se involucra en persecución sexual puede estar sujeto a acciones disciplinarias hasta e incluyendo su despedida.”

Cualquier alumno, miembro de la facultad, o padre que cree que ha ocurrido una discriminación debe hablar inmediatamente con el maestro, director de la escuela, o Coordinador del distrito para Título IX y Procedimientos de Quejas. Si la preocupación no se resuelve, una queja formal puede ser iniciada en la escuela o hablando directamente al Coordinador del distrito. **Copias de la Forma de**

Quejas Uniformes pueden ser obtenidas gratuitamente de las oficinas escolares o del Coordinador del distrito para Título IX y Procedimientos de Quejas.

Persecución o Acoso Sexual, Intimidación , y Acoso(Bullying).

El Distrito escolar de El Dorado High School prohíbe, que ocurra persecución o acoso sexual, intimidación y o acoso (bullying) en cualquiera de las actividades escolares o del distrito. Un estudiante o padre puede reportar tales incidentes a la administración de la escuela otro miembro de la facultad escolar. La administración de la escuela debe conducir una investigación completa y sin demora para tomar las acciones apropiadas para resolver la situación. Si los problemas no han sido resueltos satisfactoriamente por la administración de la escuela, el padre/estudiante debe presentar una queja con el Coordinador del Distrito de Procedimientos de Quejas. Un estudiante que participen una acción ilegal tales como discriminación, acoso sexual, intimidación, o acoso (bullying) será sujeto a las apropiadas acciones disciplinarias, hasta e incluyendo consejería, suspensión o expulsión.

Título IX. Ninguna persona debe, en la base de género, ser excluida de participar en, o ser negado los beneficios de, o estar sujeta a discriminación bajo cualquier programa educacional o actividad que este recibiendo ayuda financiera federal. Debe hablar con el Coordinador de Título IX y Procedimientos de Quejas o el director de la escuela en cuanto a quejas relacionadas con el Título IX.

Acto Williams. Cada escuela debe proveer los libros suficientes y materiales instructivos. Cada estudiante incluyendo los que están aprendiendo Inglés, deben tener libros y materiales instructivos, o ambos, para uso en la casa y después de la escuela. Las facilidades escolares deben estar limpias, seguras, y ser mantenidas con buenas reparaciones. No debe haber ninguna posición de maestros vacantes o material sin cubrir. Si se encuentra que alguna escuela tiene deficiencias en estas áreas y la escuela no toma las medidas correctivas, una forma para una queja debe ser obtenida en las oficinas de la administración de la escuela. Padres estudiantes, maestros u otro miembro del público puede someter una queja por estos problemas. Sin embargo, se anima que las personas expresen sus preocupaciones al Director de la escuela antes de completar y presentar una queja acerca de estos problemas. El Coordinador del Distrito de Procedimientos y Quejas William deberá hacer el seguimiento de estas quejas.

PARA PRESENTAR UNA QUEJA

1. **Presentando una queja:** Obtener una copia de la forma y procedimientos de Quejas (BP/AR/F 1312.3) de la escuela o del Coordinador del distrito para Título IX y Procedimientos de Quejas. Entrega la forma de quejas al director o Coordinador.
2. **Fecha Límite:** Quejas de discriminación en contra de la ley deben ser entregadas no más de 6 meses de la fecha que ocurrió la alegada discriminación en, o 6 meses de la fecha que la persona con la cual se hace la queja en contra se enteró de los hechos de la alegada discriminación.

3. **Mediación:** La mediación es opcional. Involucra un tercer individuo para ayudar en resolver la queja. Si se usa la mediación, líneas de tiempo son extendidas 30 días adicionales.
4. **Investigación:** El distrito investigará la queja y proveerá un reporte escrito de la investigación y la decisión dentro de 60 días de haber entregado la queja.
5. **Apelaciones:** Si la persona hacienda la queja no está de acuerdo con la decisión del distrito, él/ella tiene cinco días para apelar la decisión a la Junta de Educación del distrito escolar; o alternativamente, 15 días para apelar la decisión del Departamento Educacional de California. La apelación al Departamento Educacional de California tiene que incluir una copia de la queja local entregada y una copia de la decisión LEA.
6. **Acción Adicional:** La persona entregando una queja de discriminación también puede continuar acción en una corte civil por lo menos 60 días después de entregar una solicitud con el Departamento Educacional de California.

Las quejas serán confidenciales.

El distrito prohíbe las represalias contra cualquier participante en el proceso de quejas. Cada participante debe ser investigado prontamente y en una manera que respeta la privacidad de todos los participantes involucrados. Si tienen una queja, comuníquese con el maestro, director, supervisor, administrador de la escuela o:

**Distrito Escolar El Dorado High
Coordinador de Procedimientos Título IX y Quejas Uniformes**

**Stephen Wehr
Superintendente Asistente, Servicios Personales
4675 Missouri Flat Road , Placerville, CA 95667
(530) 622-5081, ext. 7213**

PARENT AND STUDENT RIGHTS

No Child Left Behind Act:

1. Teacher qualifications: Parents have a right to request information regarding the professional qualifications of their child's teacher, including, at a minimum:
 - whether the teacher has met state credential or license criteria for grade level and subject matter taught
 - whether the teacher is teaching under emergency or other provisional status
 - the baccalaureate degree major of the teacher and any other graduate certification or degree held
 - whether the child is provided services by paraprofessionals, and, if so, their qualifications.
2. You have the right to be notified if your child is taught for 4 consecutive weeks by a teacher who is not "highly qualified."
3. Parents of English Learner students and Limited English Proficient students participating in a language instruction educational program have a right to be notified, not later than 30 days after the beginning of the school year, of the following:
 - the reasons for the identification of their child as Limited English Proficient and in need of placement in a language instruction educational program
 - the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement
 - the methods of instruction used in the program in which their child is, or will be, participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
 - how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child
 - how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation
 - the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for Limited English Proficient children, and the expected rate of graduation from secondary school, if applicable
 - in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child

- information pertaining to parental rights that includes written guidance detailing the right of parents to have their child immediately removed from such program upon their request, and the option parents have to decline to enroll their child in such program or choose another program or method of instruction, if available, and assisting parents in selecting among various programs if more than one program is offered.

4. Schools in Program Improvement or Corrective Action: Parents with children in any school that has been identified for Program Improvement or Corrective Action have a right to be notified as follows:
 - an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools served by the LEA and the State educational agency involved
 - the reasons for the identification
 - an explanation of what the school identified for school improvement is doing to address the problem of low achievement
 - an explanation of what the LEA or State educational agency is doing to help the school address the achievement problem
 - an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement
 - an explanation of the parents' option to transfer their child to another public school, with transportation provided, or to obtain supplemental educational services for the child, as applicable.

Parental Rights Empowerment Act of 1998. The Education Empowerment Act of 1998 establishes various rights for parents 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 (*Education Code 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, 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 student's 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. (*Education Code 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. (*Education Code 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.

Student Testing Exemptions – Measurement of Academic Performance and Progress. Pursuant to Education Code 60640, a parent/guardian may submit a written request to excuse his/her student from any or all parts of any test provided. School district staff may discuss the testing programs with parents 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.

Parent/Guardian Involvement (Board Policy 6020). “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 the home and to help parents/guardians develop skills and family management techniques which 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 the home.

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 which may inhibit such participation.”

Career Counseling and Course Selection. Commencing with grade 7, 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.

Parent Rights Regarding Discipline. Parents 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.

Sexual Health and HIV/AIDS Prevention Education. Parents/guardians have the right to excuse their student from all or part of 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. You have a right to request and review a copy of the chapter and/or instructional materials. You may request, in writing, that your child not receive comprehensive sexual health education or HIV/AIDS prevention education and a copy of your statutory rights. (*Education Code 51938*)

Parental Notification Regarding Access to Information on Registered Sex Offenders. Assembly Concurrent Resolution No. 72 requires that the Department of Justice provide local law enforcement agencies in each county with a CD-ROM or other electronic medium containing information regarding specified registered sex offenders, and those law enforcement agencies, in turn, are required to make the CD-ROM or other electronic medium available for public viewing in accordance with their established practices. (*Penal Code 290.46*)

School Accountability Report Card (SARC). The school accountability report card provides data by which parents can make meaningful comparisons between public schools. The Superintendent or designee shall ensure that the information contained in the school accountability report card is accessible on the Internet and that the information is updated annually. (*Education Code 35258*)

SARCs are accessible to parents and community members via the district's Internet web site: <http://www.eduhsd.net>. Link to Parent/Student Information, then School Accountability Report Card. Hard copies of the report card may also be mailed or made available at the school site or district office upon request.

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 provide in Education Code Section 48200, a pupil shall not be enrolled for less than the minimum school day established by law.

Excused Absences With Special Circumstances. Students, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at another suitable place (or places) away from school property designated by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and moral required elsewhere in this code. No student shall be excused from school for such purpose on more than 4 days per school semester. (*Administrative Regulation 5113; Education Code 46014*)

Education Code 48205. Excused absences; average daily attendance computation:

- a. Notwithstanding Section 48200, a student shall be excused from school when the absence is:
 - (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than 1 day if the service is conducted in California and not more than 3 days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
 - (7) 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 his or her 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.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- b. 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. As 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.
- c. For purposes of this section, attendance at religious retreats shall not exceed 4 hours per semester.
- d. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- e. "Immediate family," as used in this section, has the same meaning as that set forth in Education Code Section 45194, except that references therein to "employee" shall be deemed to be references to "student or pupil."

Attendance policies are available in the *Student Handbook*.

Student Affirmation or Disavowal of Beliefs. A student may not be compelled to affirm or disavow any particular personally or privately held world view, 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 with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, may notify his or her teacher regarding such objection and present a substantiating note from his or her parent or guardian. Upon presentation of such notification, the teacher may provide the student an alternate educational program.

Whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs of the parents, the student, on written request of the parent, shall be excused from the training which conflicts with such religious training and beliefs. (*Education Code 51240*)

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

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

Grading Policy for Student Withdrawal from Class. A student may withdraw from a class without penalty no later than the fourth week of school. After the fourth week (2 weeks on 4x4), withdrawal from the class will result in an “F” (withdrawal failure) or “NC” being entered on the student’s transcript. The student’s parents shall be notified by the counselor of the “F” or “NC” prior to the withdrawal.

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

	GRADES 9-11	GRADE 12
HIGH SCHOOL	MINIMUM CREDITS PER YEAR	
El Dorado Oak Ridge Ponderosa	60	50
	MINIMUM CREDITS PER TERM	
Union Mine	30	30

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

GRADUATION REQUIREMENTS (BP 6146.1)

Guidance counselors are available at all campuses to provide assistance in planning a course of study.

GRADUATION COURSE REQUIREMENTS

SUBJECT	YRS	UNITS
English	4	40
Social Studies		
World History	1	10
U.S. History / Geography	1	10
American Government/Civics	0.5	5
Economics	0.5	5
Math	3	30
10 units Minimum of Algebra I		
Physical Science	1	10
Biological Science	1	10
Health Education	0.5	5
ICT Foundations (UMHS)		5 (10)
Visual & Performing Arts / Foreign Language / CTE	1	10
Physical Education: Life Fitness I & II	2	20
Core Units (required subjects) (UMHS)		160 (165)
Elective Units (UMHS)		80 (75)
Units Required to Graduate		240

Additional Graduation Requirements:

- Students must pass the California High School Exit Exam (CAHSEE) in math and language arts.

Each pupil completing grade 12 shall successfully pass the CAHSEE as a condition of graduation. Each pupil shall take the examination beginning in grade 10 and may take the examination each subsequent administration until he/she passes the examination. A pupil with an Individualized Education Plan (IEP) or Section 504 Plan may take the CAHSEE with accommodations that do not fundamentally alter the nature of the test. For more information, visit:

- 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 math courses (30 credits) in grade 9–12.
- c. **Computer Literacy Requirement:** Students must demonstrate mastery of the District technology standards through the successful completion of a course or passing the Computer Literacy and Applications Exam.
- d. **Visual or Performing Arts or Foreign Language or American Sign Language or Career Technical Education:** Students may select classes from any of these areas to meet the high school graduation requirement. *Visual or Performing Arts* includes any class in Music, Drama, Dance, Arts and Crafts, as well as Floral and Landscape Design or Architectural Design and Graphics. *Foreign Language* may include, but may not be limited to, Spanish, French, German, Japanese, and Italian. Contact your school counselor for *Career Technical Education* courses available to you. No one course may be used to meet the requirement in two areas.
- e. **Life Fitness II Option:** Exceptions for student athletes to the Life Fitness II curriculum will be based on predetermined criteria. Contact your counselor for more information.

Repeating Classes. With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. Both grades received shall be entered on the student's transcript, but the student shall receive credit only once for taking the course. The highest grade received shall be used in determining the student's overall grade point average.

HIGH SCHOOL CURRICULUM NOTIFICATION (AB 428)

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 web site or log on to the following web site: <https://doorways.ucop.edu/list/>

- a. **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.
- b. **English, 4 years required:** 4 years of college preparatory English which include 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.
- c. **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.

- d. **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 as 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.
- e. **Foreign Language, 2 years required, 3 years recommended:** 2 years of the same foreign language. Courses should emphasize speaking and understanding and include instruction in grammar, vocabulary, reading, and composition.
- f. **Visual and Performing Arts, 1 year required:** 1 year of art, dance, drama/ theater, or music.
- g. **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, and languages other than English (a third year in the language used for the "e" requirement or 2 years of another language).

All EDUHSD comprehensive schools offer courses that meet these requirements. Please refer to the 2013–14 Course Directory for individual course titles and descriptions.

This course directory also provides additional web sites that will assist students and their parents with college admission requirements.

Career Technical Education (CTE). Career technical education engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society. To learn more about CTE, log on to: <http://www.cde.ca.gov/ci/ct>.

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.

On-line Resources – Applying for College and Financial Aid:

- **www.collegeboard.com**
Information about applying to college (calendars and action plans), financial aid, registering for the SAT, comparing schools
- **www.csumentor.com**
Admission requirements for each California State University campus, financial aid options, and on-line application
- **www.calstate.edu/datastore/guides.shtml**
A CSU step-by-step guide for getting to a 4-year university

- www.universityofcalifornia.edu/admissions
Admission requirements, scholarship opportunities, dates and deadlines, information on each campus, and on-line application
- www.ucop.edu/education-partnerships/_files/Pathways.English.pdf
UC Local Context Program. One of three paths to freshman eligibility to UC, along with Eligibility in the Statewide Context and Eligibility by Examination Alone
- <http://www.universityofcalifornia.edu/admissions/how-to-apply/personal-statement/index.html>
Tips on writing your UC personal statement
- <http://www.universityofcalifornia.edu/admissions/freshman/requirements/index.html>
"A–G" subject area requirements guide—The classes you need to take
- <http://www.universityofcalifornia.edu/admissions/freshman/requirements/a-g-requirements/index.html>
UC certified course list. The lists include the courses that have been certified as fulfilling the "a–g" subject requirements for admission to the University of California as a freshman
- www.fafsa.ed.gov
Information on applying for federal and state financial aid. Obtain an on-line PIN (Personal Identification Number) access code at www.pin.ed.gov.
- www.csac.ca.gov
California Student Aid Commission website offering information on financial aid options through the state
- www.fastweb.com
Database of local and national scholarships

On-line Resources – Applying for Community College and Financial Aid:

- www.losrios.edu/
Los Rios Community College District includes:

American River College: www.arc.losrios.edu/
Cosumnes River College: www.crc.losrios.edu
Folsom Lake College: www.flc.losrios.edu/
Sacramento City College: www.scc.losrios.edu/
- www.sierracollege.edu/
Sierra College, Rocklin
- www.cccco.edu
Community Colleges Outside the Sacramento Area
- www.aiccu.edu
Independent California Colleges and Universities: Research private colleges in California
- www.icanaffordcollege.com/
A community college website focusing on financial aid

Other Important On-line Resources:

- <http://www.ncaa.org/wps/wcm/connect/public/ncaa/eligibility/index.html>
NCAA academic and eligibility standards for student-athletes
- <http://www.eligibilitycenter.org>
NCAA eligibility information for student-athletes

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) and Education Code 51513.

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent to survey students before they are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or student's parent
 2. Mental or psychological problems of the student or student's family
 3. Sex behavior or attitudes
 4. Illegal, antisocial, self-incriminating, or demeaning behaviors
 5. Critical appraisals of others with whom respondents have close family relationships
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 7. Religious practices, affiliations, or beliefs of the student or parents
 8. Income, other than as required by law to determine program eligibility
- Receive notice and an opportunity to opt a student out of:
 1. Any protected information survey
 2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
 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:
 1. Protected information surveys of students
 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 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**

Grants for Advanced Placement Tests for Students in Need.

Students in need may be eligible for state grants to cover the costs of advanced placement examinations. Contact your counselor for more information. (*Education Code 48980(k); 52244*)

RIGHTS AND COMPLAINT PROCEDURES FOR STUDENTS WITH DISABILITY

Rights and Complaint Procedures for Students with Disability.

Parents who believe their children may have a disability are to contact their student's counselor at the school to arrange for a Student Study Team meeting to review the student's academic progress.

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. If a student is identified as having a significant disability, the school is to develop an accommodation plan for the student. Coordinators for compliance of Section 504 are:

- School Site Coordinator of Section 504 – Contact school administration for specific names of individuals.
- District Coordinator – Director of Special Education and Section 504 at (530) 622-5081, ext. 7253.

The School Site Coordinators should be contacted if you feel your student has a significant disability that requires a special school accommodation and you wish to initiate the appropriate procedure.

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

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

Special Education. Special Education means specially designed instruction, at no cost to the parent, to meet the unique needs of individuals with exceptional needs (particularly when educational needs cannot be met with modification of the regular instruction program). Additional related services, at no cost to the parent, may be needed to assist such individuals to benefit from specially designed instruction.

Special education services are available to meet the needs of students who have been identified as having one or more disabilities. If the service is not available in a public school, placement may be made in an approved, private, nonsectarian school. Contact the Program Specialist/Educational Psychologist at your school for specified information about the services for special education students. (*Education Code 56030 and Individuals With Disabilities Education Act*)

Section 504 of the Rehabilitation Act of 1973 requires districts to provide education and accommodations for students with identified disabilities even if they do not qualify for special education. It is the policy of our District to provide a free appropriate public education to each student with disabilities regardless of the nature or the severity of the disability.

Parents who believe their children may have a disability are to contact their student's counselor at the school to arrange for a Student Study Team meeting to review the student's academic progress.

RIGHTS OF STUDENTS IN HOMELESS SITUATIONS

The McKinney-Vento Homeless Assistance Act (Subtitle B of Title VII (42 USC)—Education for Homeless Children and Youth), ensures educational rights and protections for children and youth experiencing homelessness. This brief summary introduces the basic concepts in the legislation.

The McKinney-Vento Act protects the educational rights of students experiencing homelessness. It provides grants and legal protections so children and youth in homeless situations can enroll in, attend, and succeed in school and preschool programs. The Act defines homelessness very broadly, as quoted.

Students in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Get help enrolling and succeeding in school from the school district's liaison for the Education of Homeless Children and Youth. Every school district must have a liaison, and the school district's central office can put families and youth in touch with the liaison. Liaisons have a special responsibility to help youth who are on their own.
- Stay in the school they went to before becoming homeless or whatever school they were enrolled in last (called "school of origin"), even if they move out of the district, if that is feasible. Students can stay in their school of origin the entire time they are homeless. Students can also finish the school year in their school if they find permanent housing during the year.
- Get transportation to their school of origin, provided or arranged by the school district, or a joint effort among school districts.

- Go to the local school in the area where they are living. The school must immediately let students enroll, attend classes, and participate fully in school activities, even if students do not have a parent or guardian with them or documents such as proof of residency, immunization records, other medical records, school records, or other documents. Once students are enrolled, the school must get records from the last school, and the liaison must help students get immunizations or immunization and medical records.
- Get a written explanation from the school district if the district refuses to send students to the school they choose, and have the liaison settle such disagreements.
- Have disagreements settled quickly and go to the school they choose while disagreements are settled.
- Get preschool services, free or reduced school meals, services for English language learners, special education, Title I services, vocational/technical education, gifted and talented services, and before- and after-school care, as needed.
- Go to school with children who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Get information and referrals from liaisons, including information about all available educational programs and how parents can participate, public notice about their rights, and referrals to health, mental health, dental, and other services.
- Have the opportunity to meet the same high academic achievement standards as all students.

If a state or local school district has laws or policies that conflict with the McKinney-Vento Act, the Act overrules those laws or policies. If a school does not follow the McKinney-Vento Act's requirements, you should:

- Call your local homeless liaison or State Coordinator for the Education of Homeless Children and Youth.
- Call the U.S. Department of Education's Education of Homeless Children and Youth Program at (202) 401-0113.
- Call for legal assistance. To find legal aid groups in your area, log on to the following web sites, or call your state bar association.

www.lsc.gov/about/grantee_links.php
www.ptla.org/links.htm#services

District Contact:
Steve Volmer
Assistant Superintendent
(530) 622-5081, ext. 7210

STUDENT RECORDS

Family Education Rights And Privacy Act (FERPA). This Act affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

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 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 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 or eligible student believes are inaccurate or misleading.

Parents or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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**

Records Information Available To Parents. Parents have a right to access all records relating to their children (*Education Codes 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 upon request (*Education Code 49063, 49070*). District policies relating to student records include the following: BP/AR 5125, BP/AR 5125.1, AR 5125.2, AR 5125.3. These policies/regulations are available on request or can be found on the district website at **www.eduhsd.net**.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the District that is directly related to an identifiable student and maintained by the district or required to be maintained by an employee in the performance of his/her 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; Education Code 49061, 49062; 5 CCR 430*)

The Superintendent/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 act 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 (District), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

Directory information shall not be released regarding a pupil identified as a homeless child or youth, as defined in paragraph (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 USC 11434a(2)), unless a parent, 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 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's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and the County Probation Office. 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 three directory information categories—names, addresses, and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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:

- Student's name
- Address
- Telephone listing
- Electronic e-mail address
- Photograph
- Date of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's Social Security Number, in whole or in part), cannot be used for this purpose.)

Note—If you do not wish to have any or all directory information released about your child, please write a brief note to your school principal by the end of the second week of school requesting that this information not be shared. (*Education Codes 49063, 49064, 49068, 49073, 49074, 49076, and 49076.5*)

Records Information Available to the Military, Employers, and Colleges:

Note—Section 9528 of the *No Child Left Behind Act* (P.L. 107-110, 2002) requires districts receiving Title I funds to provide military recruiters, employers, or colleges access to a student's name, address, and telephone number **unless the student's parent/guardian requests that information not be released.** (Also see previous paragraph.)

Withholding Grades, Diplomas, and Transcripts—Parent/ Guardian Liability for Willful Student Misconduct:

(a)(1) Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any student or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000).

(b)(1) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a student and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the student his or her due process rights, withhold the grades, diploma, and transcripts of the student responsible for the damage until the student or the student's parent or guardian has paid for the damages thereto, as provided in subdivision (a). (*Education Code 48904*)

Transfer of Students to New School District; Notice to Rescind Decision to Withhold.

(a) Upon receiving notice that a school district has withheld the grades, diploma, or transcripts of any student pursuant to Section 48904, any school district to which the student has transferred shall likewise withhold the grades, diploma, or transcripts of the student as authorized by that section, until such time as it receives notice, from the district that initiated the decision to withhold, that the decision has been rescinded under the terms of that section. (*Education Code 48904.3*)

Response to Subpoena of Student Record. The service of a subpoena upon a public school employee solely for the purpose of causing him 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. (*Education Code 49078*)

Student Record – Emergency Information. For the protection of a student's health and welfare, the governing board of a school 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 parents or 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. (*Education Code 49408*)

DISCIPLINE/CONDUCT OF STUDENTS

District Rules / Student Behavior Expectations. The rules used by the District pertaining to student discipline are available to all parents on request. (*Education Code 35291*)

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

- must request and attend conferences regarding the discipline of their children
- may be requested to spend a portion of the day in an unruly child's classroom. Refer to Board Policy 5144.1, section *Required Parental Attendance*.
- 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. (*Education Code 35291, 35291.5, 48900.1, 48904*)

SUSPENSION AND EXPULSION

What does Suspension mean and what should parents 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 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.

What does Expulsion mean and what should parents 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 hearing 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. (*Education Code 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: (*Education Code 48900(r)*)

- 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. (*Education Code 48900*)

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: (*Education Code 48900*)

- A. (1) Caused, attempted to cause, or threatened to cause **physical injury** to another person, or (2) Willfully used **force or violence** upon the person of another, except in self-defense. (*Education Code 48900(a)*)
- B. Possessed, sold, or otherwise furnished any **firearm, knife, explosive, laser pointer, 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. (*Education Code 48900(b)*)
- C. Unlawfully possessed, used, sold, or furnished, or been under the influence of any **controlled substance**, as defined in the Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind. (*Education Code 48900(c)*)
- D. 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 controlled substance, alcohol beverage or intoxicant. (*Education Code 48900(d)*)
- E. Committed or attempted to commit **robbery or extortion**. (*Education Code 48900(e)*)
- F. Caused or attempted to cause **damage** to school property or private property. (*Education Code 48900(f)*)
- G. Stolen or attempted to steal school property or private property. (*Education Code 48900(g)*)
- H. 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. (*Education Code 48900(h)*)

Note—This includes electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

- I. Committed an **obscene act** or engaged in habitual **profanity or vulgarity**. (*Education Code 48900(i)*)
- J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any **drug paraphernalia**, as defined in Section 11014.5 of the Health and Safety Code. (*Education Code 48900(j)*)
- K. **Disrupted** school activities or otherwise **willfully defied** the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (*Education Code 48900(k)*)
- L. Knowingly received **stolen school property** or private property. (*Education Code 48900(l)*)
- M. 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. (*Education Code 48900(m)*)
- N. 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. (*Education Code 48900(n)*)
- O. **Harassed, threatened, or intimidated** a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. (*Education Code 48900(o)*)
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription **drug Soma**. (*Education Code 48900(p)*)
- Q. Engaged in, or attempted to engage in, **hazing** as defined in Section 32050. (*Education Code 48900(q)*)
- R. Engaged in an act of **bullying**, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel. (*Education Code 48900(r)*)

48900.2 Committed **sexual harassment** as defined in Education Code 212.5. Sexual harassment would include same-sex harassment and harassment based on sexual orientation. (*Education Code 48900.2*)

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of **hate violence** as defined in Education Code 233. (*Education Code 48900.3*)

48900.4 Intentionally engaged in, **harassed, threatened, or intimidated** a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating serious substantial disorder, and

invading student rights by creating an intimidating or hostile educational environment. (*Education Code 48900.4*)

48900.7 Made **terrorist threats** against school officials and/or school property. (*Education Code 48900.7*)

48915. The principal or superintendent of schools shall recommend the expulsion of a student for any of the following acts committed at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct: (*Education Code 48915(a)*)

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 listed in Chapter 2 except for the first offense for the possession of not more than one ounce of marijuana or the possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.
4. Robbery or extortion.
5. Assault or battery.

Mandatory Suspension/Expulsion Recommendation. A student must be suspended and recommended for expulsion when any of the following acts occur at school or at a school activity, and the Board must expel upon a finding that the student committed the act of: (*Education Code 48915(c)*)

1. possessing, selling, or furnishing a firearm; possession must be verified by a school employee
2. brandishing a knife
3. unlawful selling of a controlled substance
4. committing or attempting to commit sexual assault or committing sexual battery
5. possession of an explosive.

Hazing. No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to District discipline, misdemeanor penalties, and forfeiture of entitlements.

Harassment. Harassment of other students or staff, including bullying, intimidation, hazing, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering is prohibited.

Dangerous Objects. We have safe schools and will take every measure to ensure that our schools remain that way. Therefore, the El Dorado Union High School District strictly enforces the prohibition of any dangerous objects on or near our schools in order to preserve the safe school environment for all of our students. Please be alerted to the following:

- It is against school regulations for a student to be in possession of firearms, weapons, or other dangerous objects while on or near the school premises, or while going to and from school.
- Be advised that “on or near school premises” includes parking lots, on-street parking, and other areas near the school.
- By law, it is a crime to bring or possess weapons on school property, including ice picks, BB guns, pellet guns, stun guns, and spot marker guns.
- Dangerous objects include anything that can be used to cause serious injury to another person. This includes, but is not limited to, knives of any size, razor blades, any type of club or instrument that could be used as a club that has no reasonable school-related use.
- Students are prohibited from having the above-mentioned or similar objects in their vehicles, or lockers, or among their other personal belongings.
- Violation of these regulations may result in expulsion proceedings.
- If a student discovers he/she is inadvertently in possession of the above objects, he/she is to take them immediately to the school administration. If this initiative is fully taken and accomplished by the student, expulsion proceedings will not occur.

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

The governing board of any school district maintaining a high school shall take all steps it deems practical to discourage high school students from smoking. (*Education Code 48901*)

The State and District believe that the use of tobacco and related substances are injurious to a student's health. Medical findings of the U.S. Surgeon General provide that, “*Cigarette smoking is the chief preventable cause of death in our society today.*” As a result, the Board has banned the possession or use of tobacco and related substances from District high schools. Students who possess or use tobacco or related substances can expect the following consequences:

- **First Offense** for confiscation* of tobacco or other substance: Parents are notified. The student is assigned to Saturday School.
- **Second Offense** for confiscation* of tobacco or other substance: The student receives in-house suspension. A parent/student conference is held.
- **Third Offense** for confiscation* of tobacco: 2-day suspension and parents are notified.

- **Fourth Offense** for confiscation* of tobacco: 5-day suspension, and student and parents are informed that another offense means involuntary transfer.
- **Fifth Offense** for confiscation* of tobacco: Involuntary transfer to Alternative Education.

*Confiscation is a **consequence** of violation, not a condition required by District personnel in order to implement any of the District procedures related to the first through fifth offenses.

Search and Seizure. Please note that searches of students, their belongings, their vehicles parked on District property and District properties under the student's control, including lockers and desks, may occur if there is 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.

OTHER RESTRICTIONS

Electronic Devices. Students may possess electronic signaling devices on El Dorado Union High School District property and during school/District-sponsored activities. Such devices include portable pagers and cellular telephones.

Students shall turn off, not use, and keep out of sight signaling devices during a time and place of instruction, whether in a classroom or other instructional location. They shall also be turned off, not used, and out of sight while in the school library or while at a school assembly. School site principals may institute further restrictions at their particular school based on site preferences. These restrictions shall be well publicized to students and parents. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the student and use of which is limited to purposes related to the health of the student. (*Education Code 48901.5*)

Students who violate this regulation shall be subject to disciplinary procedures as willfully defiant of school rules. The device may be confiscated by school administration and subject to search of content and suspension may result from repeated or serious violations.

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).

While electronic information resources offer tremendous opportunities of educational value for students, teachers, and parents, these resources are also misused by persons with illegal or unethical intent. The following represents some of the inappropriate uses that may occur:

- using the network to send/receive messages that are inconsistent with the school's code of conduct, such as messages that are racist, sexist, or contain obscenities or threats
- using the network to access a file that contains pornographic pictures
- using the network to request or provide home addresses, phone numbers, or other personal information that others may use inappropriately
- using the network for commercial advertising
- creating a computer virus and placing it on the network.

The concerns described here are real, but are not meant to discourage appropriate use of one of education's most valuable tools. The **Electronic Information Resource Contract** must be signed by the student and the student's parent or guardian before the student attends training or receives an account. Students who wish to use Internet resources should review the contract carefully with their parents.

Students and parents 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 transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communications device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. (*BP 5131.2*)

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

Closed Campus. Once students arrive on campus, they must remain until the end of the school day, including lunch time, unless they have brought written authorization from parents/ guardians and received permission from school.

Bus Ridership. This information is designed to ensure safe, efficient, and enjoyable student transportation.

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 also ongoing in regard 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.

Safety Rules for Riding the Bus:

▪ **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. 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.**

▪ **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).

▪ **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 can be very helpful by supporting their child's bus driver and backing up his/her 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.

▪ **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.

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.

▪ **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 2-way radio, set the parking brake, and make an emergency call using the cellular phone. If your driver is injured in an accident, he/she 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. 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 District web site for additional transportation information.

HEALTH

Nurse / Health Technicians. School nurses and health technicians strengthen the educational process by assisting students to attain and maintain a health status that will enable them to take maximum advantage of their educational opportunities. The Nurse's 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, and staff, and providing support for the health education curriculum.

Injury or Illness During School Hours. If a student becomes ill or is injured at school, he/she needs to report to the school nurse's office so that necessary assistance can be provided. **Please remember to inform the school office of any changes in the information on your child's emergency card.** 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: (*Administrative Regulation 5141.21*)

1. A **Medication in School form** or similar authorization must be completed by the parent or 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. The parent/guardian must provide all medication, including over-the-counter medication, in the original container.
4. All medications are kept locked and accessible only to those persons who administer it. 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 medication. (*Education Codes 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. Whenever there is a change in the student's health care provider; change in medication, dosage, or method; a change in date or time in which the medication is to be taken; or any other change in the student's circumstances, the parent/guardian is required to provide the school with a written statement and the reason for changes in administration.
7. The parent/guardian of any student on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or designated school personnel of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent/guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Immunizations. Unless a student's parent/guardian gives the District an acceptable signed waiver, a student must be immunized against certain communicable diseases in order to attend school. (*Education Code 49403*)

Assembly Bill 354 requires all students in grades 7–12 will need proof of a Tdap (*Tetanus toxoid, reduced diphtheria toxoid, and acellular pertussis vaccine*) booster shot before they will be allowed to start school. This law affects all students—current, new, and transfers—in all public and private schools.

Instruction for Students with Temporary Disability. A student with a temporary disability which makes attendance in the regular day classes or the alternative education program in which the student is enrolled impossible or inadvisable may receive individual instruction provided in the student's home for one hour a day. Please contact the student's counselor for further information.

A student with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent/guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a student with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the student will be able to receive individualized instruction pursuant to Education Code 48206.3 and, if so, provide the instruction within five working days or less.

Medical Assistance at School. The emergency card will be used to contact parents in the event of a medical emergency. The school will act in the absence of parent contact to ensure appropriate medical treatment is provided even if the parent cannot be reached. This means the school may make available medical or hospital services for students while at or on the way to or from any school activity. It is important to note on the emergency card any specific directions regarding emergency care. (*Education Code 49472*)

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.

Medical and Hospital Services. Medical and hospital services for students injured at school or school-sponsored events or while being transported may be insured at District or parent expense. (*Education Code 49472*)

School authorities may release students for confidential medical services without parental permission or knowledge, for students in grades 7 through 12 only. (*Education Code 46010.1*)

Physical Examinations. A parent or guardian having control or charge of his/her student enrolled in the public schools may file an annual signed written request with the principal of the school in which the student is enrolled, stating that the parent/guardian will not consent to a physical examination of the student, including visual and hearing assessments. However, whenever there is a good reason to believe that the student is suffering from a recognized contagious or infectious disease, the student shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (*Education Code 49451*)

Health History Records. Information concerning any child's health history may be maintained in a storage bank.

Nutrition Program. A nutrition program is available for needy children (*Education Code 49510 et. seq.*) Please contact school administration for details.

Free and Reduced-Price Meals. Free or reduced-price lunches are available at school for students whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained at the school's counseling office.

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 our 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 USEPA, and reinspected 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. Our Management Plan outlines in detail the methods we are using 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.

Pesticide Use. The Healthy Schools Act of 2000 (Assembly Bill 2260) was signed into law in September 2000. This law requires schools to notify parents, guardians and school employees about pesticides used in their schools, and requires the Department of Pesticide Regulation to promote the voluntary adoption of integrated pest management (IPM) practices in California schools. Most provisions of the law took effect January 2001. Each school district is to implement the following requirements of the law: (*Education Code 17612*)

Send, to parents or guardians of all students, annual notification of all pesticide products the school district expects to use on school grounds. These products include over-the-counter pesticides, but not certain products exempted under the law. The notifications must list the active ingredients in each pesticide product and the Internet address for the Department of Pesticide Regulation (DPR) to access additional information.

Each school will establish a list of parents or guardians who want to be notified before individual pesticide applications are made.

Each school district will ensure that warning notices are posted in areas where pesticides will be applied. These signs will be posted 24 hours in advance and 72 hours after application of pesticides, and will contain information specified in the law.

Each school will maintain records of all pesticide use at the school for four years and the records will be available to the public upon request.

Notification of pesticide use:

- District notification of pesticide products and all application dates for the year are included in this notice.
- You may request individual notification of schedule changes prior to pesticide application. Those listed on this registry will be notified of any alterations in the application schedule at least 72 hours before pesticides are applied. If you would like to be notified of any schedule changes, please complete and return the form that follows this section and mail it to the contact person below for your respective school site.
- DPR's web site may be accessed by connecting to <http://www.cdpr.ca.gov>, click on School IPM Program for additional information.

Closed Campus. In order to keep our students in a supervised, safe, and orderly environment, the Governing Board established a closed campus at all District high schools. Once students arrive at school, they must remain on campus until the end of the school day, unless they have brought written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose.

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 are invited to review emergency procedures. (*Education Code 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** 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 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** 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 are welcome to make an appointment with the principal's office to view the plan.

Parents are also encouraged to log on to the district web site to review the school district's policies on emergencies.

Darkened Campus at Night. Campus lights are turned off between the hours of 12 am and 6 am, 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. (*Board Policy and Administrative Regulation 1250*) 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 noninstructional 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.

Inclement Weather Notifications. In the event that weather has any type of impact on our school bus schedules and/or school start times, the television and/or radio stations listed below will be notified and asked to announce the information during their morning operations.

TV Stations

KCRA Channel 3 (NBC)
KXTV Channel 10 (ABC)
KOVN Channel 13 (CBS)
KTXL Channel 40 (FOX)

Radio Stations

KFBK AM 1530
KGBY FM 92.1
KCCL FM 101.9
KNCI FM 105.1

In addition, parents/students will be notified through the District automated ConnectEd phone system. They can also log on to the District web site (www.eduhsd.net) and link to the 'Emergency/Inclement Weather Notice' from the Home Page.

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 condition. A minimum day will be declared after 240 minutes. The State defines '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 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.

DISTRICT TRANSFERS AND BOUNDARIES

Refer to the District web site: www.eduhsd.net

Residency Requirements. Per Education Code 48200, a pupil complies with the residency requirements for school attendance in a school district, if he or she is any of the following:

1. (a) A pupil placed within the boundaries of that school district in a regularly established licensed children's institution, or a licensed foster home, or a family home pursuant to a commitment or placement under Chapter 2 (Section 200) of part 1 of Division 2 of the Welfare and Institutions Code. (b) An agency placing a pupil in the home or institution shall provide evidence to the school that the placement or commitment is pursuant to law.
2. A pupil for whom interdistrict attendance has been approved pursuant to Chapter 5 (Section 46600) of Part 26.
3. A pupil whose residence is located within the boundaries of that school district and whose parent or legal guardian is relieved of responsibility, control and authority through emancipation.
4. A pupil who lives in the home of a caregiving adult that is located within the boundaries of that school district. Execution of an affidavit under penalty of perjury pursuant to Part 1.5 (Section 6550) of Division 11 of the Family Code by the caregiving adult is a sufficient basis for a determination that the pupil lives in the caregiver's home unless the school district determines from actual facts that the pupil is not living in the caregiver's home.
5. A pupil residing in a state hospital located within the boundaries of that school district.

Attendance Boundaries. Present attendance boundaries can be obtained by visiting the District web site or by calling the Student Services Office at (530) 622-5081, ext. 7224. 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. An affidavit regarding residence. (An affidavit is a document signed under legal penalty of perjury that the statement(s)

made in the document by the signatory are correct.)

2. Telephone bills
3. Utility bills
4. Mortgage or rent/lease receipt(s) throughout the school year of the reported residence and identifying the reported residents.
5. Confirmation from the Tax Assessor's Office database. A finding of fact may be made regarding the recorded owner of the reported address and the homeowner exemption claim made for property tax purposes.
6. Driver's license address and vehicle license plate number.

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.

INTRA-District Open Enrollment. (Board Policy and Administrative Regulation 5116.1) 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.

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, and the existing racial and ethnic makeup of the schools. The Board shall annually review this policy.

INTRA-District Transfers. Administrative intradistrict voluntary transfers are rarely granted and criteria are strictly adhered to. School administration may grant an administrative intradistrict voluntary transfer based on established criteria found in Board Policy and Administrative Regulation 5116.2. Administrative intradistrict voluntary transfer requests will be accepted for review during the month of January for the **following** school year. One application will be considered during each application period; multiple applications will not be considered.

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.

INTER-District Transfers. The following policies provide 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 student's interdistrict attendance agreement may be revoked because of excessive truancy, lack of appropriate educational progress toward graduation, willful disobedience, disruption of educational programs, and violation of the state school laws and codes as well as district administration policies and/or regulations. Interdistrict attendance agreements will be immediately revoked if it is found they were based on false information or fraudulent documents. (See *BP/AR 5144-Discipline*.)

A school district may deem a pupil to have complied with the residency requirements for school attendance in the district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that district.

School districts are not required to admit pupils whose parent or guardian is employed in the district, but the district may not refuse to admit a pupil on the basis, except as expressly provided in this subdivision, of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration.

School districts in which the residency of either the parent or legal guardian of the pupil is established, or the school district to which the pupil is to be transferred under Education Code 48204(b) may prohibit the transfer of the pupil if the Governing Board of the district determines that the transfer would negatively impact the court-ordered or voluntary desegregation plan of the district.

School districts to which the pupil is to be transferred under Education Code 48204(b) may prohibit the transfer of the pupil if the district determines that the additional cost of educating the pupil would exceed the amount of additional state aid received as a result of the transfer.

ALTERNATIVE EDUCATION SCHOOLS

The El Dorado Union High School District offers several alternative programs for students and adults to complete their education. These programs are planned to help individuals earn a high school diploma.

EDUHSD Virtual Academy at Shenandoah High School is an **on-line interactive** educational program provided through our customized learning portal. Our school is a **comprehensive, individualized, and rigorous** approach to high school education. 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. **Student advisory (grade level) meetings** are held weekly to review each student's progress, receive new assignments, provide opportunities for collaboration with learning teams, receive assistance, and work on service learning or projects.

Students are provided with **support** needed for all major subject areas, including science labs, foreign language, advanced placement courses, and core subjects by highly qualified teachers. Weekly tutorials are available for students needing additional support. (<http://shs.eduhsd.k12.ca.us/>)

Independence High School is an alternative school available to students who have left the comprehensive high school program through a voluntary or involuntary transfer. Alternative education provides a flexible program designed to meet the needs of some working and married students, along with those who are unable to achieve in the comprehensive high school. It is possible for students to earn credit on an accelerated basis at Independence High School, based on productive days attended in the program.

Community Day School is designed to work with students who have been expelled, are on probation, or have been referred by the County SARB (School Attendance Review Board). The primary program goals are to provide academic instruction and counseling to help students become successful in our high school district. Students must attend a full school day of 360 instructional minutes. Classroom instruction includes:

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

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 course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net>. See your counselor for more information.

EDUCATIONAL PROGRAMS

Home and Hospital Instruction is for students temporarily disabled by accident or by physical, mental, or emotional illness. These students may receive individual instruction at home, in a hospital, or at a residential health facility that is within the District's boundaries. Such instruction shall be 5 hours a week. Home or hospital instruction shall be provided only when a student is expected to be out of school for 2 weeks or longer. (Refer to Administrative Regulation 6183.)

Home or hospital instruction shall be provided only by teachers with valid California teaching credentials.

When a student becomes temporarily disabled, it is the parent's/guardian's responsibility to notify the District.

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.

Other Programs

Refer to the Course Directory for specialized programs, such as AVID (El Dorado High School and Union Mine High School), Health Academy (El Dorado High School), Agriculture and Animal Science (Ponderosa High School), Natural Resources Program (El Dorado High School), and Independent Learning Program at the three comprehensive high schools.

Work Experience is a program that provides occupational preparation through a cooperative arrangement between the school and employer for entry into a specific occupation. Students are responsible for finding their own part-time jobs that will qualify for the program. In order to qualify, the job must be related to a course or courses within the school curriculum which the student has completed or in which he/she is concurrently enrolled.

Students may not enroll in Work Experience until they have obtained approval of the Work Experience instructor. They should select regular day classes when registering. Students wishing to enroll should contact their school 1 week prior to school opening for an application. Students may earn a maximum of 10 credits per semester (a total of 40 credits toward graduation requirements).

COLLABORATION/MINIMUM DAYS

The following are the scheduled Collaboration Days for schools within the District:

2014	2015
August 25	January 26
September 22	February 23
October 20	March 16
November 17	April 20

In addition, some schools have Collaboration Days scheduled for which students will be released early (refer to the 2014–15 school calendar on pages 5 and 6 of this booklet). Parents and guardians will be notified of minimum days not yet scheduled within 1 month prior to the scheduled minimum days. (*Education Code 48980(c)*) Early release times for minimum days appear in the *Student Handbook* on the District web site at:

<http://www.eduhsd.net>

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

	NAME OF PESTICIDE	METHOD & REASON FOR APPLICATION	ACTIVE INGREDIENTS
1	Monsanto Round-Up Pro Max	Spray – Weed Control	Glyphosphate, phosphonomethyl
2	Dow Elanco Turflon Ester	Spray – Selective Herbicide	Trichlopyr Acetic Acid; Butoxy Etyle Ester; Kerosene
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 (15-oz Aerosol)	Spray – Insect Control	Permethrin; d-trans Allethrin
6	Green Thumb Wasp & Hornet Killer (17.5-oz Aerosol)	Spray – Insect Control	Permethrin; d-trans Allethrin
7	Green Thumb Ant, Roach & Spider Killer (17-oz 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; dihydroipyrido; pyrazinedium dibromide
11	Monterey Remuda	Spray – Post-Emergent Weed Control	Glyphosate, N-(phosphonomethyl) glycine; isopropylamine salt
12	NuFarm T-Pac E Pro MEC	Spray – Turf Growth Management	Trinexapac-ethyl
13	Hot Shot Flying Insect Killer	Spray – Insect Control	Permethrin; d-trans Allethrin
14	Spectracide Hornet & Wasp 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	Dow Elanco Surflan AS	Spray – Pre-emergent	Oryzalin; Propylene Glycol; Glycerin
20	Q4Plus	Spray – Selective Herbicide	Dimethylamine salt
21	Monterey Crab-E-Rad Plus	Spray – Herbicide	2,4-Dichlorophenoxyacetic acid, dimethylamine salt; Quinclorac; Dicamba Acid

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:

MANUFACTURER	NAME OF PESTICIDE	METHODS & REASON FOR APPLICATION	ACTIVE INGREDIENTS
AgrEnvironmental	Suspend SC Insecticide	Spray – Insect Control	Deltamethrin
BASF	Termidor	Spray – Insect Control	Fipronil
FMC Corporation	Dragnet SFR Termiticide/Insecticide	Spray – Termite/Insect Control	Permethrin
Maxforce	Maxforce	Gel Bait – Insect Control	Fipronil
Whitmire Micro-gen	Cy-kickscs	Spray – Insect Control	Cysluthrin

2014–15 PESTICIDE APPLICATION SCHEDULE*

All sites will be sprayed as needed on the 1st and 3rd 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:

July 5–6, 19–20	October 4–5, 18–19	January 1–4, 17–18	April 4–5, 18–19
August 2–3, 16–17	November 1–2, 15–16	February 7–8, 21–22	May 2–3, 16–17
September 6–7, 20–21	December 6–7, 20–31	March 7–8, 21–22	June 6–7, 20–21

*In the event of inclement weather or a 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 2014, 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, contact Daniel Augino, District Director of Maintenance and Operations, at (530) 622-0140.

REQUEST FOR NOTIFICATION OF PESTICIDE APPLICATION SCHEDULE CHANGES

School site (✓ appropriate site):

- | | | |
|---|---|---|
| <input type="radio"/> El Dorado High School | <input type="radio"/> Union Mine High School | <input type="radio"/> Vista High School |
| <input type="radio"/> Oak Ridge High School | <input type="radio"/> Independence High School | <input type="radio"/> Mountain View High School |
| <input type="radio"/> Ponderosa High School | <input type="radio"/> EDUHSD Virtual Academy
at Shenandoah High School | <input type="radio"/> Community Day School |

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

RETURN TO:

El Dorado High School or
Vista High School
Attn: Sandra Atkins
561 Canal Street
Placerville CA 95667

Oak Ridge High School
Attn: Courtney Soto
1120 Harvard Way
El Dorado Hills CA 95762

EDUHSD Virtual Academy at
Shenandoah High School
Attn: TBD
6540 Koki Lane
El Dorado CA 95623

Independence High School or
Community Day School
Attn: Teri Watson
385 Pleasant Valley Road
Diamond Springs, CA 95619

Ponderosa High School
Attn: Linda Thomas
3661 Ponderosa Road
Shingle Springs CA 95682

Union Mine High School or
Mountain View High School
Attn: Janet Brown
6530 Koki Lane
El Dorado CA 95623

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

EL DORADO UNION HIGH SCHOOL DISTRICT

**APPLICATION FOR FREE AND REDUCED-PRICE MEALS
FOR SCHOOL YEAR 2014-15**

Please complete the attached application, sign the application, and **return it to your child's school OR to: Kelly Parker, El Dorado Union High School District, 4675 Missouri Flat Road, Placerville, CA 95667. Do not FAX the application.** For additional instructions, refer to the *Letter to Households* that is attached to this form. **Families can complete an electronic application by going to www.eduhsd.net. Choose the *Free and Reduced Meal Online Application* box to link to the EZMealApp.com site.** This application cannot be processed without the following information:

- The name of the child or children for whom you are applying for free or reduced-price benefits
- The names and income of all other household members
- The signature of the adult completing the application on behalf of the child(ren)
- The last four digits of the Social Security number of the person who signed the application **must be provided**. If the person signing the application **does not** have a Social Security number, check the box next to "*I do not have a Social Security Number.*"

ALL HOUSEHOLDS — READ THIS SECTION:

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 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 any other means.

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 is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (CalFresh), Temporary Assistance for Needy Families (CalWORKS), Food Distribution on Indian Reservations (FDPIR), Kinship Guardianship Assistance Program (KinGAP) 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. We **MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund or determine benefits for their programs, auditors for program review and law enforcement officials to help them look into violations of program rules.**

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (voice).

Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

PRICING LETTER TO HOUSEHOLDS FOR FREE AND REDUCED-PRICE MEALS—2014-2015 School Year

Dear Parent or Guardian:

The **El Dorado Union High School District** takes part in the National School Lunch and/or school Breakfast Programs. Meals are served every school day at participating schools. Students may buy lunch for **\$2.75** and/or breakfast for **\$1.75**. Eligible students may receive meals free or at a reduced-price of **.40** for lunch and/or **.30** for breakfast. You or your children do not have to be a U.S. citizen to qualify for free or reduced-price meals.

TERMS—"Household" means a group of related or non-related individuals who are living as one economic unit and sharing living expenses. **"Living expenses"** include rent, clothes, food, doctor bills, utility bills, etc.

SOCIAL SECURITY NUMBER (SSN)—The Application must include the last four digits of the SSN of the adult who signs it. If the adult does not have a SSN, check the "I do not have a SSN box." If you have listed a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number for the child, or if the Application is for a foster child, a SSN is **not** required of the adult signing the Application.

DIRECT CERTIFICATION—This school/agency participates in the Direct Certification program. If your household currently receives benefits from one of the following programs: CalFresh (previously Food Stamps), California Work Opportunity and Responsibility to Kids (CalWORKs), Kinship Guardianship Assistance Payments (Kin-GAP), or Food Distribution Program on Indian Reservations (FDPIR). DO NOT complete a meal Application. School officials will notify you of your children's eligibility for free meals. If you are not contacted by **August 4, 2014** but think your children are eligible for free meals, please contact the school. You may need to complete an Application.

MIXED HOUSEHOLDS WITH DIRECTLY CERTIFIED, FOSTER, OR/AND NON DIRECTLY CERTIFIED CHILDREN—To apply complete the Application for Free and Reduced-Price Meals, sign it, and return it to the school. Households must complete an Application when EACH child who does not have a case number and / or is not a foster child.

FDPIR BENEFITS—Households participating in the FDPIR are categorically eligible for free meals/milk. The FDPIR is authorized by Section 4(b) of the Food Stamp Act of 1977. Under this section, eligible households may elect to participate in either the CalFresh Program or the FDPIR. Since households are afforded the option to participate in either program, FDPIR households have been determined to receive the same categorical benefits as CalFresh households.

FOSTER CARE CHILDREN or CHILDREN PLACED IN OUT-OF-HOME CARE—Who are the legal responsibility of a welfare agency or court. Foster children are categorically eligible for free meals without further Application, but the eligibility is not extended to other non-foster children in the household. Households with foster/non-foster children are encouraged to complete an Application, since foster children may be counted as a household member, which may help the foster family's non-foster children qualify for free or reduced-price meals based on the household size and income. If you choose to add both your foster/non-foster children on the Application, you will need to report the foster/non-foster's income (personal income provided to the child or earned by the child), if any. The foster parent signs the Application and provides the last four digits of their SSN.

INCOME HOUSEHOLDS—To apply, Complete the Application for Free and Reduced-Price Meals. Follow the instructions on the Application and see the Income to report chart on the right, sign it, and return it to the school.

MILITARY HOUSING INCOME—If you are in the *Military Housing Privatization Initiative* or get combat pay, DO NOT include these allowances as income. You do report any military benefits received in cash, such as housing allowances (off-base or general commercial/private real estate market), food, clothing, and deployed service member's income made available by them or on their behalf to the household.

HOMELESS, RUNAWAY, & MIGRANT—Contact the school for details.

MEALS FOR DISABLED—If you believe your child needs a food substitute or texture modification because of a disability, please contact the school. A child with a disability is entitled to a special meal at no extra charge if the disability prevents the child from eating the regular meal.

WIC PARTICIPANTS—If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants, and Children (known as WIC), your child **may** be eligible for free/reduced-price meals. We encourage you to complete an Application and return for processing.

APPLYING FOR BENEFITS—You may apply for meal benefits at any time during the school year. If you are not eligible now, but your income decreases during the school year, you lose your job, your family size becomes larger, or you become eligible for CalFresh, CalWORKs, Kin-GAP, or FDPIR benefits, you may submit an Application at that time.

A COMPLETE HOUSEHOLD APPLICATION—The Application cannot be approved unless it contains complete eligibility information. If you **do not** enter a CalFresh, CalWORKs, Kin-GAP, or FDPIR case number for **each** student (or an adult household member) listed on the Application, you must complete the following:

Note: You must complete an Application with all household members and their income listed, for a child who is living with relatives or friends, whether or not the child is a ward of the court.

■ **Section B:** The names of all children in your household, name of school or write "none" if not in school, their earned income with frequency, or mark the "if no income box." The Children's Racial and Ethnic Identities, is voluntary to answer.

■ **Section D:** The names of all adults in the household, the amount of income, the source and frequency of income, or mark the box with a "0" for each person listed who does not have an income.

■ **Section D:** Enter contact information, mailing address, and the last four digits of the SSN of the adult household member signing the Application, or mark the "I do not have an SSN box" if the adult does not have an SSN.

VERIFICATION—School officials may check the information on the Application at any time during the school year. You may be asked to send information to validate your income, or current eligibility for CalFresh, CalWORKs, Kin-GAP, or FDPIR benefits. For a foster child, you will need to provide written documentation that verifies the foster child is the legal responsibility of an agency/court or provide the name and contact information for a person at the agency/court who can verify that the child is a foster child.

INFORMATION STATEMENT—The Richard B. Russell National School Lunch Act requires the information on this Application. You do not have to provide 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 SSN of the adult household member who signs the Application. The last four digits of the SSN is not required when you apply on behalf of a foster child or when you list a CalFresh, CalWORKs, Kin-GAP, 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 SSN. Your family size, household income, and the last four digits of your SSN will remain confidential and will not be shared. 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.

OVERT IDENTIFICATION—Children who receive free or reduced-price meals must be treated in the same manner as children who pay full price for meals, and not overtly identified.

FAIR HEARING—If you do not agree with the school's decision regarding your Application's eligibility determination or the result of verification, you may discuss it with the school. You also have the right to a fair hearing. A fair hearing may be requested by calling or writing the following school official: **Baldev Johal, Associate Superintendent-Business Services. 530-622-5081 x7227. 916-933-6987 x7227 c/o EDUHSD 4675 Missouri Flat Rd. Placerville, CA 95667**

INCOME FOR THE SELF-EMPLOYED—Self-employed persons may use last year's income as a basis to project their current year's NET income, unless your current net income provides a more accurate measure. The income to be reported is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as medical expenses and other non-business deductions are not allowed in reducing gross business income.

CALCULATING INCOME—List all adult household members, whether or not they receive income. For each household member with income: write the amount of current income, enter the source of current income received, such as from wages, pensions, retirement, welfare, child support, and so on, for each category, and how often received (frequency). **Gross Earnings from work is the amount earned before taxes and other deductions.** If any current amount received was more or less than usual, write the usual or projected income. Households receiving different income intervals must annualize their income by calculating weekly x 52; every two weeks x 26; twice a month x 24; and monthly by 12.

INCOME TO REPORT	
Earnings from work before deductions; include all jobs	Gross Wages/salaries/tips, strike benefits, unemployment compensation, workers' compensation, and net income from self-owned business or farm
Pensions Retirement Social Security	Pensions, supplemental security income, retirement payments, Social Security Income (SSI) (including SSI a child receives)
Welfare, Child Support, Alimony	Public assistance payments, welfare payments, alimony, and child support payments
List Other Income	Disability benefits; cash withdrawn from savings; interest and dividends; income from estates, trusts, and investments, regular contributions from persons not living in the household, net royalties and annuities, net rental income, any temporary income

INCOME ELIGIBILITY GUIDELINES (IEGs): July 1, 2014–June 30, 2015					
Use the income chart below to see if you qualify for the free or reduced-price meal program					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$21,590	\$1,800	\$ 900	\$ 831	\$416
2	29,101	2,426	1,213	1,120	560
3	36,612	3,051	1,526	1,409	705
4	44,123	3,677	1,839	1,698	849
5	51,634	4,303	2,152	1,986	993
6	59,145	4,929	2,465	2,275	1,138
7	66,656	5,555	2,778	2,564	1,282
8	74,167	6,181	3,091	2,853	1,427
For each additional household member add:	\$7,511	\$626	\$313	\$289	\$145

NON-DISCRIMINATION STATEMENT—This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339, or 800-845-6136 (Spanish)."

Do you Need Assistance completing the Application or have questions? Please contact, **Kelly Parker: 530-622-5081 x7234 916-933-6987 x7234 c/o EDUHSD 4675 Missouri Flat Rd. Placerville, CA 95667**

You will be notified by the school when your Application has been approved or denied for free or reduced-price meals.

Sincerely,



Chris Hoffman
EDUHSD Superintendent

**EL DORADO UNION HIGH SCHOOL DISTRICT
APPLICATION for FREE and REDUCED PRICE MEALS for 2014–15**

Please complete, sign, and return this application to the school OR to Kelly Parker, El Dorado Union High School District, 4675 Missouri Flat Road, Placerville, CA 95667. For additional instructions, refer to Letter to Households attached to this form. **Do not FAX application.**

SECTION A: HOUSEHOLDS RECEIVING CALFRESH, CALWORKS, FDPiR OR KINGAP BENEFITS, AND/OR FOSTER CHILDREN

- If **any** member of your household receives CalFresh, CalWorks, KinGap or FDPiR benefits, provide the name and case number for the person who receives these benefits, list the names of students this application is for, complete Section C (optional), and sign and date application in Section E. **If no one receives these benefits, skip to Section B.**

NAME	CASE NUMBER

- If you have provided a case number: List students for whom you are applying for Free & Reduced Lunch benefits. Indicate if the student is or is not a Foster Child. If yes, include student's monthly personal use income. **If no one receives these benefits, skip to Section B.**

LAST NAME	FIRST NAME	SCHOOL / GRADE	FOSTER CHILD
		/	Y / N \$
		/	Y / N \$
		/	Y / N \$

SECTION B: HOUSEHOLDS NOT RECEIVING CALFRESH, CalWORKS, KinGAP or FDPiR BENEFITS, AND/OR NO FOSTER CHILDREN

- List all children in the household, school attending / grade level (if applicable) and any income received by or on behalf of the child.

LAST NAME	FIRST NAME	SCHOOL / GRADE	FOSTER CHILD? INCOME?
		/	Y / N \$
		/	Y / N \$
		/	Y / N \$
		/	Y / N \$
		/	Y / N \$

SECTION C: CHILDREN'S RACIAL AND ETHNIC IDENTITIES (Optional)

- Mark one or more racial identities:
 - American Indian or Alaska Native Black or African-American Asian
 - Native Hawaiian or Other Pacific Islander White
- Mark one ethnic identity: Hispanic or Latino origin Not of Hispanic or Latino origin

SECTION D: ADULT HOUSEHOLD MEMBERS – List **all ADULT** household members, regardless of income. Also, indicate amount and source of **monthly income** each household member received last month. If amount(s) last month was more or less than usual, enter the usual monthly income. **If no income, you MUST mark the "No Income box."** DO NOT LEAVE BLANK.

LAST NAME	FIRST NAME	MARK "X" IF NO INCOME	GROSS EARNINGS FROM WORK	PENSION, RETIREMENT, SOCIAL SECURITY	WELFARE BENEFITS, CHILD SUPPORT, ALIMONY	UNEMPLOYMENT	ANY OTHER MONTHLY INCOME	FOR SCHOOL USE ONLY
1. (Example) Doe	Jane	[]	\$1,500.00 a month	\$ 0	\$500.00 a month	\$ 0	\$ 0	
2.		[]	\$	\$	\$	\$	\$	
3.		[]	\$	\$	\$	\$	\$	
4.		[]	\$	\$	\$	\$	\$	

FOR SCHOOL USE ONLY – ELIGIBILITY DETERMINATION		APPLICATION #:	ELIGIBILITY CODE:
HOUSEHOLD SIZE:	HOUSEHOLD INCOME:	DIRECT CERTIFIED AS	H M R
FREE:	REDUCED:	DENIED:	
DETERMINING OFFICIAL:	DATE:	EP	<input type="checkbox"/>
VERIFICATION OFFICIAL:	DATE:		
NOTES:			

California Education Code Section 49557(a). Applications for free and reduced-priced meals may be submitted at any time during a school day. Children participating in the 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.

Application is in accordance with the Richard B. Russell National School Lunch Act: Please see Letter to Households attached to this application for full statement. Statement available on-line at www.eduhd.net/parentnotificationbooklet.

SECTION E: SIGNATURE & ADDRESS

I certify that all of the information provided is true and correct and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, that school officials may verify the information on the application, and that deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

SIGNATURE OF ADULT HOUSEHOLD MEMBER COMPLETING THIS APPLICATION	
X	
PRINT NAME OF ADULT SIGNING THIS APPLICATION	DATE
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER OF ADULT SIGNING APPLICATION XXX-XX- _ _ _ _	I do not have a Social Security number: <input type="checkbox"/>
MAILING ADDRESS	
CITY	ZIP CODE
HOME TELEPHONE	WORK TELEPHONE
TOTAL NUMBER OF HOUSEHOLD MEMBERS	

EL DORADO UNION HIGH SCHOOL DISTRICT
**SOLICITUD PARA COMIDAS GRATIS Y DE PRECIO REDUCIDO
ESCOLAR PARA 2014–15**

Favor de completar la solicitud juntada, firmar la solicitud, y entregarla a la escuela de su niño o a: **Kelly Parker @ El Dorado Union High School District, 4675 Missouri Flat Rd. Placerville, CA 95667**. No enviar por FAX la solicitud. Para instrucciones adicionales, favor de revisar *La Carta Para Los Hogares* ajuntada a esta forma. **Las familias pueden llenar una solicitud electrónica, vaya a www.eduhsd.net. Seleccione la Casillas "Free and Reduced Meal Online Application" para vincula al sitio www.EZMealApp.com**. Esta Solicitud no puede ser procesada sin la siguiente información:

- El nombre del niño o niños por los cuales está pidiendo beneficios gratis o de precio reducido,
- Los nombres e ingresos de todos los miembros del hogar,
- La firma del padre o tutor del niño o niños, y
- Los últimos cuatro dígitos del numero de seguro social del adulto que firma la solicitud **debe ser proporcionado**. Si el adulto **no tiene** un número de seguro social, marque la casilla al lado: *No tengo un número de Seguro Social*

TODOS LOS HOGARES — LEAN ESTA SECCIÓN:

Código Educativo Sección 495579(a): Solicitudes para comidas gratis y de precio reducido pueden ser entregadas a cualquier hora durante un día escolar. Los niños participando en el Programa Nacional de Comidas en la Escuela no serán identificados públicamente por el uso de cupones especiales, boletos especiales, filas especiales, entradas separadas, asientos separados o cualquier otro medio.

La ley de almuerzos escolares Richard B. Russell National School Lunch Act ordena que se proporcione la información que se pide en esta solicitud. No tiene que darnos la información, pero si no lo hace, no podemos aprobar las comidas gratuitas o a precios reducidos para su hijo. Usted tiene que incluir los últimos cuatro dígitos del número de Seguro Social del miembro adulto de la unidad familiar que firme la solicitud. Esos últimos cuatro dígitos del número de Seguro Social no se requieren si usted solicita en nombre de un hijo de crianza o si provee un número de caso de los programas estampillas para comida (CalFresh), Assisance Temporal para Familias Necesitadas (CalWorks), Programa de Distribución de Alimentos en Reservas Indígenas (FDPIR), Kinship Guardianship Assistance Payments (KinGAP) o bien otro número de identificación del FDPIR para su hijo, y tampoco si indica que el miembro adulto de la unidad familiar que firma la solicitud no tiene un número de Seguro Social. Usaremos su información para decidir si su hijo reúne los requisitos para recibir comidas gratuitas o a precios reducidos, así como para administrar y hacer cumplir los programas de almuerzos y desayunos. **PODEMOS compartir su información de elegibilidad con ciertos programas de educación, salud y nutrición para ayudarlos a evaluar, financiar o determinar los beneficios de sus programas, con los auditores de revisión de programas y con funcionarios del orden público para ayudarlos a investigar violaciones de las reglas de los programas.**

Declaración de no discriminación: Explica qué hacer si cree que lo han tratado de manera injusta. "De conformidad con el derecho federal y con la política del Departamento de Agricultura de EE.UU., se prohíbe a esta institución discriminar por motivos de raza, color, nacionalidad de origen, sexo, edad, o discapacidad.

Para presentar una queja por discriminación, escriba a USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, o llame gratuitamente al (866) 632-9992 (voz). Las personas con impedimentos de audición o discapacidades del habla se pueden comunicar con el USDA por medio del servicio de retransmisión federal (Federal Relay Service) al (800) 877-8339 o al (800) 845-6136 (en español).

El USDA es un proveedor y empleador que ofrece igualdad de oportunidades para todos.

PRECIOS DE LA CARTA A LOS HOGARES PARA GRATIS YA PRECIO REDUCIDO 2014–2015 AÑO ESCOLAR

Estimados Padre o Guardián:

El Distrito de El Dorado Unión High toma parte en el Programa de Almuerzo Escolar Nacional y/o en el Programa de Desayuno Escolar. Comidas están servidas todos los días de escuela. Estudiantes Pueden Comprar el Almuerzo por \$2.75 y el desayuno por \$1.75. Estudiantes elegibles pueden recibir comidas gratis o a precio reducido de \$.40 para el almuerzo y \$.30 para el desayuno. Usted o sus hijos no tiene que ser ciudadano de los Estados Unidos para calificar para comidas gratis o a precio reducido.

TÉRMINOS: “Hogar” significa a un grupo de individuos relacionados o no relacionados que están viviendo como una unidad económica y que comparten los gastos de subsistencia. “Costos de vivienda” incluye renta, ropa, comida, gastos médicos, fracturas de servicios públicos, etc. **NÚMERO de SEGURO SOCIAL (SSN)** —La aplicación debe incluir los últimos cuatro dígitos del número de Seguro Social del adulto que firma. Si el adulto no tiene a SSN, marque la Casilla al lado: “No tengo un número de Seguro Social”. Si usted ha enumerado una programa de CalFresh, CalWORKS, KinGAP, o FDIPIR está en la lista, o si la solicitud es para un niño adoptivo (foster) solo los últimos cuatro dígitos de un SSN son necesarios del adulto que firma la solicitud.

DIRECTO de CERTIFICACIÓN—EDUHSD participará en la certificación directa. Si su familia recibe beneficios de uno de los siguientes programas: CalFresh, CalWORKS, KinGAP, o FDIPIR. NO complete una Solicitud de Comida. Funcionarios de la escuela le notificarán de su elegibilidad de sus niños para recibir comidas gratuitas. Si usted no ha sido contactado para el **4 de Agosto 2014**, pero cree que sus hijos son elegibles para las comidas gratis, por favor comuníquese con la oficina distrito.

HOGARES MIXTOS con CERTIFICADOS DIRECTAMENTE, de CRIANZA o/y NO DIRECTAMENTE CERTIFICADOS NIÑOS—Para aplicar complete la aplicación de forma gratuita y de Precio Reducido, firmela y devuélvala a la escuela. Los hogares deben llenar una solicitud para cada niño que no tiene un número de caso y/o no es un hijo de crianza **FDPIR BENEFICIOS**—Hogares que participan en el FDIPIR ahora son categóricamente elegibles para recibir comidas o leche gratis. El FDIPIR está autorizado por la sección 4(b) del acta de Estampillas de Comida de 1977. Bajo esta sección, hogares elegibles pueden optar por participar en el CalFresh programa o en el FDIPIR. Como los hogares tienen la opción de participar en cualquiera de los dos programas, hogares de FDIPIR han sido determinados de recibir los mismos beneficios categóricos como los hogares que reciben estampillas para comida.

NIÑOS ADOPTIVOS (FOSTER) o INSTITUCIONALIZADOS—Que estén bajo la responsabilidad legal de una agencia de bienestar o de la corte. Los niños de crianza son categóricamente elegibles para recibir comidas gratis sin ulterior aplicación, pero la elegibilidad no se extiende a otros niños que no so de crianza temporal en el hogar. Se alienta a los hogares con crianza temporal para completar una aplicación, y que los niños de acogida pueden ser contados como miembro del hogar, lo que puede ayudar a los niños no adoptivos de la familia de acogida califican para comidas gratis o a precio reducido basado en el tamaño del hogar y ingresos. Si usted decide añadir tanto los adoptivos (foster)/ niños no adoptivo / no-crianza (ingreso personal proporcionada al niño o Ganado por el niño), si los hubiere. El padre de crianza firma la solicitud y proporciona los últimos cuatro dígitos de su número de Seguro Social

INGRESOS FAMILIAR—Para solicitar, completar la solicitud de comidas gratuitas o precio reducidos. Siga las instrucciones de la aplicación y vea los ingresos reportar el gráfico de la derecha, firmela y devuélvala a la escuela o la oficina del distrito

VIVIENDA MILITAR de INGRESOS—Si usted está en la Iniciativa Militar de Privatización de Viviendas o recibe paga de combate, no incluya esas subvenciones como ingresos: No reporte ningún beneficio militares recibidos en efectivo, tales como subsidios de vivienda (fuera de la base o Mercado comercial o privado en general bienes inmuebles), la ropa de alimentos y los ingresos del miembro del servicio desplegado puestos a disposición por ellos o en su nombre a la casa.

DESAMPARADOS, EN FUGA Y MIGRANTES— Contacto con la escuela para obtener más información.

COMIDAS para DISCAPACITADOS—Si usted cree que su hijo necesita una sustituto de alimento o modificar la textura debido a una discapacidad, por favor póngase en contacto con la escuela. Un niño con una discapacidad tiene derecho a una comida especial sin precio adicional si la discapacidad le impide al niño comer la comida regular.

LOS PARTICIPANTES de WIC—Si reciben usted beneficios bajo el Programa Especial de Nutrición Suplementaria. Para Mujeres, Infantes y Niños (conocido como WIC), sus niños puede ser elegible para recibir comidas gratis o a precio reducido. Se le recomienda llenar una solicitud y devolverla a la escuela para el procesamiento.

SOLICITANDO BENEFICIOS—Puede solicitar beneficios de comida en cualquier momento durante el año escolar. Si usted no es elegible ahora pero su ingreso disminuye durante el año escolar, usted pierde su trabajo, su hogar aumenta, o usted es elegible para CalFresh, CalWORKS, KinGAP, o FDIPIR, usted puede presentar una solicitud en ese momento.

UN HOGAR COMPLETO de SOLICITUD—La aplicación no puede ser aprobada a menos que contenga información completar de la elegibilidad. Si no introduce en número de caso de CalFresh, CalWORKS, KinGAP, o FDIPIR para cada estudiante (o un miembro adulto de la familia) que aparece en la aplicación, usted debe completar el siguiente:

Nota: Es necesario llenar una solicitud con todos los miembros del hogar y su ingreso en la lista, pare a un niño que vive con parientes o amigos, si el niño está bajo la tutela de la corte.

Sección B: Los nombres de todos los niños en su casa, nombre de la escuela o escribir “nada” si no están en la escuela, los ingresos que obtienen con la frecuencia, o marcar el “si no hay cuadro de ingresos”. Identidad étnica y racial de los niños, es voluntaria contestar.

Sección D: Los nombres de todos los adultos en el hogar, la cantidad de ingresos, la Fuente y la frecuencia de los ingresos, o marque la caja con un “0” para cada persona que aparece que no tiene un ingreso.

Sección D: Introduzca la información, dirección de correo, y los últimos cuatro dígitos del SSN del miembro adulto del hogar que firmó la solicitud de contacto, o marcar la casilla “No tengo número de Seguro Social” si el adulto no tiene un número de Seguro Social.

VERIFICACIÓN—Funcionarios escolares pueden verificar la información sobre la aplicación en cualquier momento durante el año escolar. Es posible que se le pida que envíe información para validar su ingreso, o elegibilidad actual para CalFresh, CalWORKS, KinGAP, o FDIPIR. Para un niño de crianza, usted tendrá que proporcionar documentación escrita que compruebe el hijo de crianza es la responsabilidad legal de una agencia/tribunal o proporcionar el nombre y la información de contacto de una persona en la agencia/tribunal que pueda verificar que el niño es un hogar de guardo niño.

INFORMACIÓN DECLARACIÓN—La Escuela Nacional Richard B Russell, exige la información en esta solicitud. Usted no tiene que proveer la información pero si no lo hace, nosotros no podemos autorizar que sus hijos reciban comidas gratis o a precio reducido. Debe incluir los últimos cuatro dígitos del número de Seguro Social (SSN) del miembro adulto del hogar quien firma la solicitud. Los cuatro últimos dígitos del SSN no es necesario si usted está solicitando un hijo de crianza o si usted anota CalFresh, CalWORKS, KinGAP, o FDIPIR u otro identificador FDIPIR para su hijo cuando usted indica que el miembro adulto del hogar firmando la solicitud no tiene un SSN. El tamaño de su familia, los ingresos del hogar, y los últimos cuatro dígitos de su SSN permanecerá confidencial y no se divulgará. Nosotros usaremos su información para evaluar si sus hijos califican para comidas gratis o a precio reducido, y para la administración y ejecución de los programas de desayuno y almuerzo.

IDENTIFICACIÓN EXPLICITA—Niños que reciben comidas gratis o a precios reducidos tienen que ser tratados de la misma manera que los niños que pagan precio completan por comidas y no se identificaron abiertamente.

FERIA de AUDIENCIA—Si usted no está de acuerdo con la decisión de la escuela con respecto a la determinación de la elegibilidad de su solicitud o el resultado de la verificación, puede discutirlo con la escuela. Usted también tiene el derecho a un juicio justo. Una audiencia imparcial se puede solicitar llamando o escribiendo al siguiente oficial escala:

Baldev Johal, Associate Superintendent Business. 530-622-5081 x7227. 916-933-6987 7227 c/o EDUHSD 4675 Missouri Flat Rd. Placerville, CA 95667

RESULTADOS por los AUTÓNOMOS—Trabajadores por cuenta propia puede usar los ingresos del año pasado como base para proyectar los ingresos netos de su actual año, a menos que su ingreso neto actual proporciona una medida más precisa. El ingreso a informar es el ingreso derivado de las empresas comerciales menos los costos operativos incurridos en la generación de ese ingreso. Las deducciones por gastos personales como gastos médicos y otras deducciones no comerciales no están permitidas en la reducción de los ingresos brutos de la empresa.

CÁLCULO de los INGRESOS—Listar todos los miembros adultos del hogar, ya sea que reciban o no ingresos. Para cada miembro del hogar con los ingresos: escriba la cantidad del ingreso actual, entre la fuente de los ingresos. Corrientes recibidas, por ejemplo, de los salarios, pensiones, jubilación, asistencia social, manutención de los hijos, y así sucesivamente, para cada categoría, y con qué frecuencia recibida. Sueldos de trabajos es la cantidad que usted gana antes de impuestos y otras deducciones. Si alguna cantidad actual que recibió fue más o menos de lo normal. Escriba la cantidad normal o proyectada. **Nota:** Las familias que reciben ingresos diferentes intervalos deben anualizar sus ingresos mediante el cálculo semenal x 52; cada dos semana x 26; dos veces al mes x 24; y mensual x 12

INGRESOS REPORTAR	
Ingresos de Trabajo	Sueldos/Salarios/Propinas, ?Beneficios de Huelgas, Compensación de Desempleo, compensación de Trabajadores; Ingresos neto de negocio propio o rancho.
Pensiones, Jubilación, Segura Social	Pensiones, Ingreso complementario de Seguro, Pagos de Jubilación, Seguro Social (SSI) Incluyendo SSI que recibe un niño.
Asistencia Pública, Asistencia Divorcio, Manutención de los Hijos.	Pagos de Ayuda Pública, Asistencia de Divorcio y Manutención de los hijos.
Otros Ingresos	Beneficios de incapacidad, Dinero sacado de la cuenta de ahorros, Intereses/Dividendos, Ingresos de herencia, Fideicomiso, Inversiones. Contribuciones regulares de personas que no viven en el hogar, ingresos netos de derechos de autor, anualidades, alquileres, o cualquier otro ingreso.

GUÍA DE INGRESOS ELEGIBLES (IEGs) Julio 1, 2014–Junio 30, 2015 Utilice la gráfica de abajo para ver si usted califica para el programa de comidas gratis o a precio reducido.					
Personas en Hogar	Anual	Mensual	Quincenal	Cada dos Semanas	Semanal
1	\$21,590	\$1,800	\$ 900	\$ 831	\$416
2	29,101	2,426	1,213	1,120	560
3	36,612	3,051	1,526	1,409	705
4	44,123	3,677	1,839	1,698	849
5	51,634	4,303	2,152	1,986	993
6	59,145	4,929	2,465	2,275	1,138
7	66,656	5,555	2,778	2,564	1,282
8	74,167	6,181	3,091	2,853	1,427
Para cada miembro adicional del hogar añada:	\$7,511	\$626	\$313	\$289	\$145

DECLARACIÓN de no DISCRIMINACIÓN—Esto explica qué hacer si usted cree que ha sido tratado injustamente. “De acuerdo con la ley Federal y la política del Departamento de Agricultura de EE.UU. Esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad o discapacidad. Para presentar una queja por discriminación escriba a USDA, Director, Office of Adjudicación, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 o llamada 866-632-9992 (Voz). Los individuos que son sordos o tienen discapacidades del habla pueden comunicarse con el USDA a través del Federal Relay Service at 800-877-8339, o 800-845-6136 (español).”

¿Necesita ayuda para llenar la solicitud o tiene preguntas? Por Favor, póngase en contacto con: **Kelly Parker: 530-622-5081 x7234 o 916-933-6987 x7234 c/o EDUHSD 4675 Missouri Flat Rd. Placerville, CA 95667**

Usted será notificado por la escuela cuando su solicitud se aprobada o negada para comidas gratis o a precio reducido. .

Atentamente,



Chris Hoffman, EDUHSD Superintendente

**EL DORADO UNIÓN HIGH SCHOOL DISTRITO
SOLICITUD PARA COMIDAS ESCOLARES GRATIS Y
A PRECIOS REDUCIDOS EN EL AÑO 2014–15**

Por favor llene, firme, y regrese esta solicitud a la escuela o a Kelly Parker, El Dorado Union High School District, 4675 Missouri Flat Road, Placerville, CA 95667. Si necesita mas ayuda con esta solicitud, refiérase a la Carta A Los Padres atada a esta forma. **No se aceptan copias de fax.**

SECCIÓN A: SOLAMENTE HOGARES QUE RECIBEN CALFRESH, CALWORKS, KINGAP O FDIPIR BENEFICIO Y/O NINO ADOPTIVO

- Si algún miembro de su hogar recibe CalFresh, CalWORKS, KinGAP o FDIPIR beneficio, proporcionar el nombre y numero de caso para la persona que recibe estos beneficios, una lista de los nombres de los estudiantes esta solicitud es para, y proceder a la sección C, el signo y la fecha de solicitud (Sección E). **Si nadie en su familia recibe estos beneficios, vaya a la Sección B.**

NOMBRE	CASO #

- Lista de estudiantes que se están solicitando beneficios almuerzo gratis o reducido. Indique si el estudiante es un niño adoptivo (foster) o no. Si el estudiante es un niño adoptivo (foster) incluir al estudiante el ingreso mensual uso personal.

APELLIDO	PRIMER NOMBRE	ESCUELA / GRADO	NINO ADOPTIVO (FOSTER)
		/	S / N \$
		/	S / N \$
		/	S / N \$

SECCIÓN B: SOLAMENTE HOGARES NO QUE RECIBEN CALFRESH, CALWORKS, KINGAP O FDIPIR BENEFICIO

- Lista de todos los otros niños en el hogar, asisten a la escuela / grado (si es aplicable) y nivel de todos los ingresos recibidos por o en nombre del niño.

APELLIDO	PRIMER NOMBRE	ESCUELA / GRADO	¿NINO ADOPTIVO (Foster) & INGRESOS?
		/	S / N \$
		/	S / N \$
		/	S / N \$
		/	S / N \$
		/	S / N \$

SECCIÓN C: IDENTIDADES RACIALES Y ÉTNICAS PARA LA INFANCIA (Opcional)

- Marque una o mas identidades raciales:
 - Indio Americano o Nativo de Alaska
 - Negro o Africano Americano
 - Asiático
 - Hawaiano Nativo o Otro Estajero Pacificos
 - Blanco
- Marque en la identidad étnica: De origen hispano o Latino No es de origen hispano o Latino

SECCIÓN D: ADULTOS MIEMBROS DEL HOGAR – Lista de todos los miembros adultos del hogar, sin importar el ingreso. Indique la cantidad y la fuente de los ingresos mensuales de cada miembro del hogar recibió el mes pasado. Si la cantidad (s) del mes pasado fue mas o menos de lo usual, escriba el ingreso mensual habitual. **Si no hay ingresos**, debe marcar el “No Ingresos Box.” NO DEJAR EN BLANCO.

APELLIDO	PRIMER NOMBRE	MARQUE "X" SI NO HAY INGRESOS	SUELDOS DE TRABAJO (ANTES DE LAS DEDUCCIONES) INCLUYA TODOS LOS TRABAJOS	PENSIONES, JUBILACIÓN, & SEGURO SOCIAL	BENEFICIOS DE WELFARE, O AYUDA ECONOMICA PARA NINOS, ASISTENCIA DE DIVORCIO	BENEFICIOS DE DESEMPLEO	CUALQUIER OTRO INGRESO	PARA USO DE LA ESCUELA SOLAMENTE
1.		[]	\$	\$	\$	\$	\$	
2.		[]	\$	\$	\$	\$	\$	
3.		[]	\$	\$	\$	\$	\$	
4.		[]	\$	\$	\$	\$	\$	

PARA USO DE LA ESCUELA SOLAMENTE FOR SCHOOL USE ONLY		APPLICATION #:	ELIGIBILITY CODE:
HOUSEHOLD SIZE:	HOUSEHOLD INCOME:	DIRECT CERTIFIED AS H M R	
FREE:	REDUCED:	DENIED:	
DETERMINING OFFICIAL:		DATE:	EP <input type="checkbox"/>
VERIFICATION OFFICIAL:		DATE:	
NOTES:			

Sección 49558(a) del Código de Educación de California. Usted puede someter una solicitud para las comidas gratis o a precios reducidos puede ser entrada en cualquier momento durante el día escolar. A los niños que participen en el Programa Nacional de Alimentos Escolares, no se les distinguirá con el uso de fichas especiales, boletos especiales, filas especiales de servicio, entradas separadas, comedores separados, o otra forma de discriminación.

La aplicación es de acuerdo con el Richard B. Russell de la Ley Nacional de Almuerzo Escolar: Pro Favor, véase la Carta a los Hogares adjunta a la presente solicitud de declaración completa. Declaración disponible in línea en: www.eduhsd.net/parentnotificationbooklet.

SECCIÓN E: FIRMA Y DIRECCIÓN

Entiendo que toda la información en esta solicitud es verdadera y correcta, y que todos los ingresos son declarados. Entiendo que esta información es para el recibo de fondos federales; que las autoridades escolares pueden verificar la información de esta solicitud; y que la falsificación deliberada de datos, me expone a ser enjuiciado/a conforme a las leyes federales y estatales pertinentes.

ESCRIBE DE MIEMBRO ADULTO DEL HOGAR QUIEN LLENA ESTA FORMA X	
ESCRIBE CON LETRAS DE MOLDE EL NOMBRE DEL ADULTO QUE FIRMA ESTA APLICACIÓN	FECHA
LOS ÚLTIMOS CUATRO DÍGITOS DEL NUMERO DE SEGURO SOCIAL DE LOS ADULTOS: XXX-XX- _ _ _ _	Yo <u>no tengo</u> numero de Seguro Social: <input type="checkbox"/>
DIRECCIÓN DE CORREO	
CIUDAD	CÓDIGO POSTAL
TELÉFONO DEL HOGAR	TELÉFONO DEL TRABAJO
TOTAL NUMERO DE ADULTOS Y NIÑOS DEL HOGAR	

2014–15 Bus Passes

– Bus Passes will not be issued through the U.S. mail. –

Freshmen/New Students: A Temporary Bus Pass will be issued by the District Office or a printed On-line Receipt of purchase will be used until a Permanent Bus Pass with the student's photo ID is issued by the School Bus Driver.

Returning Students will receive a Permanent Bus Pass with photo ID issued by the Bus Driver.

RATES	FULL YEAR		SEMESTER 1		SEMESTER 2	
	REGULAR PRICE	EARLY BIRD DISCOUNT	REGULAR PRICE	EARLY BIRD DISCOUNT	REGULAR PRICE	EARLY BIRD DISCOUNT
Round Trip	\$220	\$210 DISCOUNT EXPIRES AFTER 7/31/14	\$110	\$105 DISCOUNT EXPIRES AFTER 7/31/14	\$110	\$105 DISCOUNT EXPIRES AFTER 12/30/14
Morning Only	\$160	NOT APPLICABLE	\$ 80	NOT APPLICABLE	\$ 80	NOT APPLICABLE
Afternoon Only	\$160		\$ 80		\$ 80	
Occasional Rider	\$20/sheet of 10 one-way tickets (or \$2 each). Available for purchase at all school sites and District Office only. Not available for purchase on-line.					
Replacement Pass	\$10 for a lost or destroyed bus pass. For information call Karen Jones at 530.622-5081, ext. 7248.					

Multiple Student Discounts: The following discounts are offered to families purchasing more than one bus pass for EDUHSD schools and/or any of its feeder school in El Dorado County. Multiple Students Discounts apply only to full year round trip purchases. Not available on-line.

- 5% discount for two students
- 10% discount for 3 or more students

HOW TO PURCHASE

On-Line: www.eduhsd.net/mySchoolBucks.htm. Print the mySchoolBucks™ receipt as a temporary pass.

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

In Person: You may purchase in person at the address above, but may experience long wait times if purchasing during peak sales months of July, August, December, and January.

HOW TO APPLY FOR FREE/REDUCED PRICE BUS PASS

(Reduced Price bus pass is 50% off the regular price.)

Step 1: Complete Parts 1, 2, and 3 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
- **WELFARE PAYMENTS:** Benefit letter from Welfare Department 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 above. You may experience a long wait time if delivering the application in person during peak sales months of July, August, December, and January.

Applications will not be processed without proof of income.

Pases para el Autobús 2014–15

– Pases para el autobus no serán enviados por el correo –

Freshmen/Nuevos Estudiantes: Un pase temporal para el Autobus sera elaborado por la Oficina del Distrito, una copia impresa (on-line) sera permitida hasta que que el estudiante tenga un Pase del Autobus Permanente con la foto y su Identificación esto sera aceptado por el conductor del Autobus. **Estudiantes que Regresan recibirán un Pase del Autobus Permanente** con su foto y su Identificación por medio del conductor del Autobus.

PRECIOS	AÑO COMPLETO		SEMESTRE 1		SEMESTRE 2	
	TIPO DE PASE	PRECIO NORMAL	DESCUENTO	PRECIO NORMAL	DESCUENTO	PRECIO NORMAL
Ida y Vuelta	\$220	\$210 DESCUENTO TERMINA DESPUÉS DEL 7/31/14	\$110	\$105 DESCUENTO TERMINA DESPUÉS DEL 7/31/14	\$110	\$105 DESCUENTO TERMINA DESPUÉS DEL 12/30/14
Mañana Solamente	\$160	NO SE APLICA	\$ 80	NO SE APLICA	\$ 80	NO SE APLICA
Tarde Solamente	\$160		\$ 80		\$ 80	
Pasajero Ocasional	\$20/hoja de 10 boletos (o \$2 cada uno). Boletos no son reembolsables y sujetos a accesibilidad de asientos. Boletos se vencen después del 5/31/12.					
Reemplazo de Pase de Autobús:	\$10 para reemplazo de un pase de autobús perdido o destruido.					

Descuentos de Alumnos Múltiples: Los siguientes descuentos son ofrecidos para familias comprando más que un pase de autobús para alumnos de las escuelas del EDUHSD o compras múltiples entre EDUHSD y cualquiera de sus escuelas en el Condado El Dorado. Descuentos de alumnos múltiples se aplican solamente a compras de año completo. No accesible por internet.

- 5% descuento por dos alumnos
- 10% descuento por 3 alumnos o más

COMO COMPRAR

Por Internet: www.eduhsd.net/mySchoolBucks.htm. Imprima la nota de mySchoolBucks como una pase temporaria.

Por Correo: Al comprar por correo, asegúrese de incluir el nombre del alumno, fecha de nacimiento, escuela de asistencia, y tipo de pase que está comprando. Envíalo a: EDUHSD Bus Fees, 4675 Missouri Flat Rd, Placerville, CA 95667

En Persona: Puede comprar en persona en la dirección dada arriba, pero puede experimentar filas largas si compra durante los meses ocupados de Julio, agosto, diciembre y enero.

COMO APLICAR PARA PASE DE AUTOBUS GRATIS/DE PRECIO REDUCIDO

(Pase de precio reducido es 50% del precio normal.)

Paso 1: Complete las Partes 1,2 y 3 de la Solicitud de Autobús.

Paso 2: Provea comprobantes recientes de ingreso para cada persona viviendo en la casa.

Documentos Aceptables de Ingreso:

- **GANANCIAS / PAGOS / SALARIO:** Talón de cheque reciente o carta del empleador diciendo los pagos brutos y frecuencia de pagos
- **SEGURO SOCIAL / PENSION DE JUBILACION:** Carta reciente de beneficios de seguro social o carta reciente de pensión dada
- **COMPENSACION DE DESEMPLEO / COMPENSACION DE TRABAJO O INCAPACIDAD:** Copia de carta reciente de otorgación o último talón de cheque
- **PAGOS DE WELFARE:** Carta de beneficios del Departamento de Welfare confirmando su elegibilidad y cantidad otorgada.
- **APOYO DE NINOS / PENSION COMPENSATORIA:** Declaraciones y acuerdos de la corte.
- **OTROS INGRESOS:** Si tiene otro tipo de ingreso, provea documentos mostrando la cantidad y la frecuencia recibida.
- **INGRESO DE EMPLEO PROPIO:** Copias de extractos bancarios recientes y el regreso de impuestos federales anuales del año pasado
- **NINGUN INGRESO:** Si no tiene ningún ingreso, provea una nota breve explicando cómo provee comida, ropa y vivienda, y cuando espera ingreso futuro. **Incluya el regreso de impuestos anuales del año pasado.**

Paso 3: Envía por correo o personalmente la solicitud completada con comprobantes de ingresos a la dirección dada arriba. Puede experimentar una fila larga si lleva la solicitud personalmente en los meses de julio, agosto, diciembre, y enero.

Al calificarse, una pase será dada por un semestre solamente. Para pedir un pase para el segundo semestre, provea nueva documentación en diciembre. Solicitudes no serán procesadas sin comprobantes de ingresos.

2014-15 BUS FEE APPLICATION

Complete ALL applicable parts of the application.

👉 MARK YOUR CALENDARS – THERE WILL NOT BE A SECOND SEMESTER NOTICE 👈

▶ PART 1 – HIGH SCHOOL STUDENT INFORMATION

\$20 SHEET OF 10 OCCASIONAL RIDER TICKETS

HIGH SCHOOL EDHS, ORHS, PHS, UMHS, IHS, VA, CDS, VHS, MVHS	STUDENT NAME			GRADE	ROUND TRIP			ONE WAY
	LAST	FIRST	M.I.		FULL YEAR	SEMESTER 1	SEMESTER 2	\$80 /Semester \$160 Full Year
					\$210 by 7/31/14 \$220 after 7/31/14	\$105 by 7/31/14 \$110 after 7/31/14	\$105 by 12/30/14 \$110 after 12/30/14	
1					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM
2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM
3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM

▶ PART 2 – PARENT/GUARDIAN INFORMATION

PARENT / GUARDIAN NAME		DAY TIME PHONE (BEST NUMBER TO BE REACHED AT)		E-MAIL ADDRESS	
MAILING ADDRESS			CITY	ZIP	
A.M. BUS STOP REQUIRED			P.M. BUS STOP REQUIRED		

**ROUTES & TIMES
GO TO
EDUHSD.NET**

▶ PART 3 – FREE OR REDUCED INFORMATION (PART 3 TO BE COMPLETED BY APPLICANTS APPLYING FOR FREE OR REDUCED RATES ONLY.)

HOUSEHOLD INCOME VERIFICATION							
LIST THE NAME OF <u>ALL</u> PERSONS LIVING WITHIN YOUR HOUSEHOLD, THEIR AGE, GROSS INCOME, AND ALL OTHER INCOME SOURCES.							
LAST NAME – FIRST NAME	AGE	GROSS INCOME	FOSTER	LAST – FIRST NAME	AGE	GROSS INCOME	FOSTER
		\$				\$	
		\$				\$	
		\$				\$	
		\$				\$	
		\$				\$	
		\$				\$	

You must provide income documents. See reverse for acceptable documents.

TOTAL PERSONS IN HOUSEHOLD

STOP

Incomplete applications **WILL NOT** be processed.

Return form with income documentation or legal Foster documents to:

EDUHSD
Attn: Bus Fees
4675 Missouri Flat Rd
Placerville, CA 95667

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: _____

OFFICE USE ONLY	APPROVED FREE: 1 st / 2 nd	APPROVED REDUCED: 1 st / 2 nd	MULTIPLE STUDENT DISCOUNT:	PROCESSED BY: /
CHECK #:	/	CASH: /	TOTAL: /	MCKINNEY-VENTO / SP ED APPROVAL:
MAILED: /	PICKED UP: /	DIST MAIL: /	TRANS: /	COMPUTER: /

☞ ¡ MARQUE SU CALENDARIO ! ☜

▶ PRIMERA PARTE – INFORMACIÓN ESTUDIANTIL

					<input type="checkbox"/> \$20 HOJA DE 10 BOLETOS DE PASAJERO OCASIONAL			
ESCUELA EDHS, ORHS, PHS, UMHS, IHS, VA, CDS, VHS, MVHS	NOMBRE DEL ESTUDIANTE			GRADO	IDA Y VENIDA			IDA O VENIDA
	APELLIDO	NOMBRE	INICIAL DEL SEGUNDO NOMBRE		AÑO COMPLETO \$210 para 7/31/14 \$220 después del 7/31/14	SEMESTRE 1 \$105 para 7/31/14 \$110 después del 7/31/14	SEMESTRE 2 \$105 para 12/30/14 \$110 después del 12/30/14	\$ 80/Semestre \$160 Año Completo
1					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM
2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM
3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM

▶ SEGUNDA PARTE – INFORMACIÓN DEL PADRE / GUARDIÁN

NOMBRE DE PADRE / GUARDIÁN		NÚMERO TELÉFONICO DE DÍA – MEJOR NÚMERO TELÉFONICO PARA COMUNICARNOS CON USTED		DIRECCIÓN DE CORREO ELECTRÓNICO	
DIRECCIÓN DE CORREO			CIUDAD	CÓDIGO POSTAL	
A.M PARADA DEL AUTOBUS REQUERIDA.			P.M. PARADA DEL AUTOBUS MANDATORIA		RUTAS & HORAS VER EN EDUHSD.NET

▶ TERCERA PARTE – INFORMACIÓN GRATIS O REDUCIDA (PARTE 3 PARA SER LLENADA POR SOLICITANTES PIDIENDO CUOTAS GRATIS O REDUCIDOS SOLAMENTE.)

VERIFICACIÓN DE INGRESOS							
ALISTA EL NOMBRE DE TODAS LAS PERSONAS QUE VIVEN EN SU HOGAR, SU EDAD, SU TOTAL DE INGRESOS, Y TODAS LAS DEMÁS FUENTES DE INGRESOS.							
APELLIDO – PRIMER NOMBRE	EDAD	INGRESOS PAGADOS TOTALES	FOSTER	APELLIDO – PRIMER NOMBRE	EDAD	INGRESOS PAGADOS TOTALES	FOSTER
		\$				\$	
		\$				\$	
		\$				\$	
		\$				\$	
		\$				\$	
		\$				\$	

Nota: Tiene que proveer documentos de ingresos. Vea el otro lado para documentos aceptables.

NÚMERO TOTAL DE PERSONAS EN EL HOGAR



Solicitudes no completadas no serán procesadas.

Entrega la forma con documentación de ingresos a:

EDUHSD Bus Fees
 4675 Missouri Flat Road
 Placerville, CA 95667

Los oficiales de escuela verificarán la información en la solicitud, y cualquier mal representación deliberada de información puede estar a prosecución bajo leyes federales aplicables. Toda información incluida es confidencial. Mi firma y fecha abajo indica que yo he leído toda la información arriba y también aseguro que toda la información contenida en esta forma es correcta y verdadera y que todos los ingresos de la familia han sido incluidos.

Firma: X _____ Fecha: _____

USO OFICIAL	APPROVED FREE: 1 st / 2 nd	APPROVED REDUCED: 1 st / 2 nd	MULTIPLE STUDENT DISCOUNT:	PROCESSED BY: /
CHECK #:	/	CASH: /	TOTAL: /	MCKINNEY-VENTO / SP ED APPROVAL:
MAILED: /	PICKED UP: /	DIST MAIL: /	TRANS: /	COMPUTER: /

EL DORADO UNION HIGH SCHOOL DISTRICT
4675 Missouri Flat Road, Placerville, CA 95667



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