

# PONDEROSA HIGH SCHOOL

3661 Ponderosa Road  
Shingle Springs, CA 95682  
(530) 677-2281  
bruin.eduhsd.net

**“HOME OF THE BRUINS”**

## STUDENT HANDBOOK

**2021 - 2022**



### Ponderosa Alma Mater

*Far above the valley  
'neath the mighty oak and pine of Ponderosa  
You'll hear us praise our alma mater  
Sounding from the hills and through the valley  
Ponderosa, hail the green and gray of Ponderosa, this, our praise,  
we sing thee, Hail all Hail*

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.

**PONDEROSA HIGH SCHOOL**  
2021 – 2022 Bell Schedule

Monday Collaboration Day		Tuesday 1, 3, 5, 7 + Flex		Wednesday 2, 4, 6, 7 + Flex		Thursday 1, 3, 5, 7		Friday 2, 4, 6, 7	
1st	8:30 – 9:10	1st	8:30 – 10:01	2nd	8:30 – 10:01	1st	8:30 – 10:14	2nd	8:30 – 10:14
2nd	9:16 – 9:58	Break	10:01 – 10:07	Break	10:01 – 10:07	Break	10:14 – 10:20	Break	10:14 – 10:20
3rd	10:04 – 10:44	3rd	10:13 – 11:46	4 <sup>th</sup>	10:13 – 11:46	3rd	10:26 – 12:12	4th	10:26 – 12:12
4th	10:50 – 11:30	Flex	11:52 – 12:25	Flex	11:52 – 12:25	Lunch	12:12 – 12:42	Lunch	12:12 – 12:42
Lunch	11:30 – 12:00	Lunch	12:25 – 12:55	Lunch	12:25 – 12:55	5th	12:48 – 2:32	6th	12:48 – 2:32
5 <sup>th</sup>	12:06 – 12:46	5th	1:01 – 2:32	6th	1:01 – 2:32	7th	2:38 – 3:28	7th	2:38 – 3:28
6th	12:52 – 1:32	7th	2:38 – 3:28	7th	2:38 – 3:28				
7th	1:38 – 2:18								



## Health Information/Protocol for EDUHSD Families for Returning to School

We are very excited to take another step towards a normal return to school with our five days of instruction beginning this Monday, April 12, 2021. As we return to full in-person instruction, our goal is to provide the healthiest possible learning environment for our students, teachers and staff.

We would like to remind families of the State's recent decision to align with the Federal CDC's guidance, which halved the minimum social distancing requirement in schools from 6 feet to 3 feet as practicable. As a result, the California Department of Public Health's revised guideline is now simpler: 3 feet social distancing is "strongly recommended" but not required, as long as other safety measures are in place and enforced.

Currently all students, staff and visitors are required to wear masks while indoors. Please see District website for current information. The District also has contact tracing and virus detection protocols in place. COVID-19 vaccinations have also been offered to all school staff before the reopening of schools. Our District has implemented all of these measures to help ensure safety.

### **Expectations for Students and Families During In-Person Instruction**

**Students are required to stay home if they are ill and/or experiencing any of the symptoms of COVID-19 or another contagious illness.** If you have any questions or are unsure about sending your student(s) to school, please contact your school's Health Office for guidance (contact information is listed below). Students are required to stay home if anyone in their household has tested positive for COVID-19 and is currently in isolation. For more information, please use the following link: [CDPH: COVID-19 Prevent and Protect](#)

People reporting to a school campus are required to complete the [EDUHSD Daily Symptom Checklist](#). Parents/guardians must complete the Daily Symptom Checklist on a daily basis before their student(s) reports to school.

**People on campus and at school activities are required to wear a face covering in accordance with State (CDPH) and County (EDCPH) Public Health Guidelines.** Students may not attend school in person if they fail to comply with California State face covering guidelines.

Approved face

coverings are available at each school for students, teachers, staff and parents/guardians. If a student is unwilling to comply with the public health directive regarding the need to wear face coverings, the student must attend an alternative educational program. Face coverings must be made of materials such as cotton, silk, or linen. See-through materials such as mesh or beaded mesh are not acceptable, as they do not meet CDC Guidelines.

**Guidelines for Potential Student or Staff Illness**

If a teacher, staff member or student becomes sick or is exposed to COVID-19, EDUHSD will implement the protocols prescribed by California and El Dorado County Departments of Public Health. Procedures to investigate COVID-19 cases at schools will include contact tracing conducted in coordination with school nurses, administration, and public health department officials.

**Signs of Illness While at School**

Any student, teacher, or staff exhibiting symptoms of illness will be required to immediately report to an isolation area to be monitored by the school nurse or a trained staff member until they can be transported home or to a healthcare facility.

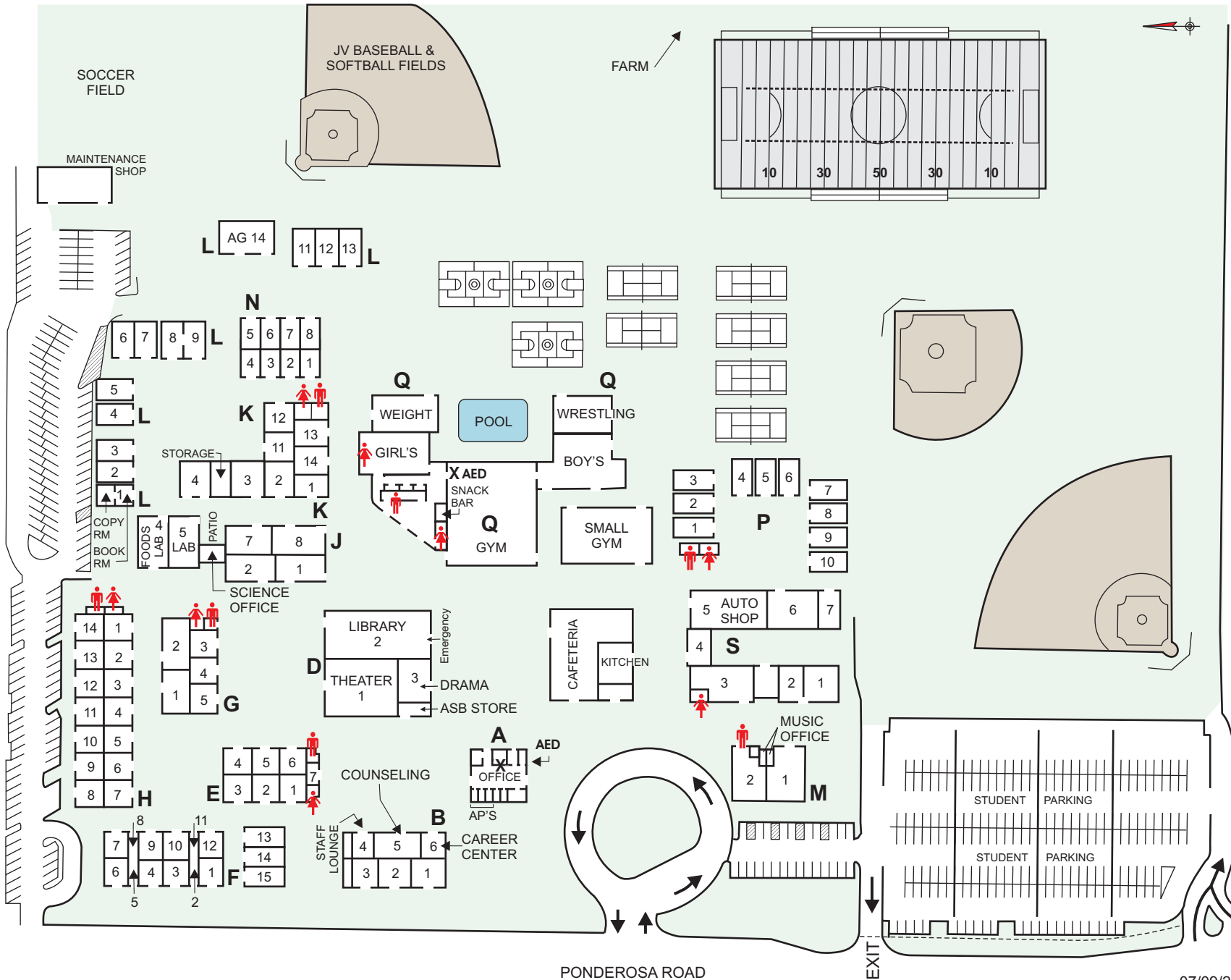
**High School Health Office Contact Information:**

El Dorado, Todd Hamor: (530) 622-3634 ext. 7137	Ponderosa High School, Kelly James: (530) 677-2281 ext. 7140
Independence, Todd Hamor: (530) 622-7090 ext. 7137	Union Mine, Diana Campbell: (530) 621-4003 ext. 7103
Oak Ridge, Amber Uber: (916) 933-6980 ext. 7114	Virtual Academy, Diana Campbell: (530) 622-6212 ext. 7103

# PONDEROSA HIGH SCHOOL

3661 Ponderosa Road  
 Shingle Springs, CA 95682  
 (530) 677-2281

## SITE MAP



**Mission Statement:** Ponderosa High School's mission is to support students as they excel in their chosen endeavors and develop **pride** in their academics, maintain integrity and **honor** in their character, and embody a **spirit** of service on campus and in the community. Ponderosa is committed to creating and maintaining outstanding educational programs to foster student development and exploration. Ponderosa's Schoolwide Learner Outcomes are built around this same Pride Honor Spirit:

PONDEROSA

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# HOW TO BE A BRUIN

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**P**  
**R**  
**I**  
**D**  
**E**

I will take **PRIDE** and ownership of my academic development and learning by

- Being productive in class and an active present learner
- Being able to analyze information from multiple sources
- Being self-directed and reflective in my studies with a goal for the future
- Working efficiently, independently, and cooperatively
- Completing tasks in a punctual and efficient manner

**H**  
**O**  
**N**  
**O**  
**R**

I will demonstrate **HONOR** and have integrity by

- Helping others through kindness and empathy
- Being a positive role model
- Showing grit and determination and maintaining a positive attitude
- Showing respectful treatment of myself, others, and my environment
- Being creative, reflective, and engaged

**S**  
**P**  
**I**  
**R**  
**I**  
**T**

I will support the **SPIRIT** of all and promote positivity by

- Advocating for those whose voice is not heard
- Communicating with my peers and adults in an appropriate manner
- Celebrating success and showing appreciation
- Making everyone on our campus feel welcome
- Engaging with our school, our students, and our community


# EL DORADO UNION HIGH SCHOOL DISTRICT 2021-22 Student Calendar


## July 2021

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## January 2022 19

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

 First & Last Day of School

 Quarter/Semester End

### School Closed

Nov 22-26 Thanksgiving Recess

Dec 20-Jan 3 Winter Break

April 11-15 Spring Break

## August 2021 17

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

## February 2022 18

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

### Legal Holidays

July 5 Independence Day (Observed)

Sept 6 Labor Day

Nov 11 Veteran's Day

Nov 25 Thanksgiving Day

Dec 24 Christmas Day (Observed)

Dec 31 New Year's Day (Observed)

Jan 17 MLK, Jr. Day

Feb 14 Lincoln's Day (Observed)

Feb 21 Presidents' (Washington's) Day

May 30 Memorial Day

## September 2021 21

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

## March 2022 14 51

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

### Intercession

May 31 to June 10 (Dates subject to change)

## October 2021 6 44

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## April 2022 22

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### Non Student/Teacher/Staff Day

Classified staff check with your immediate supervisor and work calendar.

Oct 11

Mar 14

### Emergency School Closure

If school is cancelled, students and staff may be required to attend one or all of the following days.

April 8 Make-up Day

April 18 Make-up Day

## November 2021 30

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

## May 2022 20 42

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

### Graduation

May 26 IHS (pm); UMHS (pm); EDHS (pm)

May 27 ORHS (pm); PHS (pm); VA (pm)

## December 2021 13 43

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

## June 2022

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

87

93

### Early Release Time

See site calendar for dates and times.

## PONDEROSA HIGH SCHOOL STUDENT RESPONSIBILITIES

**School Climate/Safety:** The staff and administration of Ponderosa High School recognize that all students have the right and expectation to a safe and welcoming educational environment. In an effort to protect and foster a positive learning environment, administration makes efforts to reduce bullying and harassment of any type. These behaviors are detrimental to all aspects of student life, and damage efforts to create a positive school culture. Please visit our school website: <http://bruin.eduhsd.k12.ca.us> to view our School Safety information under the School Info pull down menu.

**Behavior Expectations & Discipline:** Expectations for student behavior have been established to ensure the integrity of the learning environment, campus safety, and in order to support the teaching and learning environment.

**ID Cards:** Each student is issued a Student Identification Card that should be carried at all times. Upon request by school personnel a student is expected to show the I.D. card. ***Cards are needed for most student activity events.*** There will be a \$4 charge to replace lost cards. Replacement cards may be obtained through the Student Store, open Tuesday and Friday at lunch.

**STOPit Mobile App:** Students will have access to the STOPit mobile app, which has two simple but powerful features: Report can be used by students to report incidents to school contacts anonymously. Get Help can be used to engage in anonymous two-way communication with school contacts. Students can download the app from the Apple Store or from Google Play: The Access code for our school is: PHS

**Closed Campus:** Students must remain on the campus until their school day is completed. Students may only leave campus with parent permission and an off-campus pass from the Attendance Office. Violation of this rule will result in an assignment to Saturday School. Students who drive other students off campus will receive a Saturday School for the first offense. Repeated incidents may result in suspension.

**Off-Limits Areas:** Certain areas on and around campus at Ponderosa are off-limits to students. They are as follows:

1. The North/Staff Parking Lot;
2. The South/Main Student Parking Lot; East/Upper Parking Lot; Farm; Visitor Parking areas, during classes and lunch
3. The front of the Administration Building during lunch
4. All athletic fields, dugouts, and undeveloped areas except when assigned to classes being conducted there
5. Other areas will be announced in the Daily Bulletin if/as they occur

**Food Service:** Cafeteria is open for food service at breakfast and lunch.

**Cell Phones, Electronic Devices:** Cell phones and other electronic devices may not be used during instructional time, unless teacher approved. Progressive discipline may be issued.

**Breach of Integrity:** The cheating policy is a four year policy and covers the following infraction(s):

- Copying from another student or knowingly allowing another to copy,
- Using unauthorized materials and/or technologies,
- Plagiarizing work, which is the appropriation of any work that is not original to the writer without acknowledging/citing said work as such by student and submitting said work for credit,
- Knowingly obtaining, possessing, providing, using, buying, selling, or soliciting in part or whole the contents of an examination/test/quiz,
- Intentionally disadvantaging other students by tainting lab results, destroying the work/project of another, erasing another person's work/project or program, etc.,
- Altering grades,
- Forging,
- Using online translators inappropriately.

**Skateboards, Hoverboards, Scooters, Bikes and Rollerblades and Other Such Items:** Skateboards, scooters, bikes and roller skates/blades and other such items are not allowed on campus at any time, and are subject to confiscation.

**Lockers** are the property of the school. Students may not paint their lockers (inside or out), nor add stickers or writing. Any writing on lockers will be considered vandalism.

**Drugs and Alcohol:** The possession, use, sale, or being under the influence of unlawful drugs or alcohol is forbidden while at school or any school activity. Students who violate this rule may be cited by the Sheriff's Department and will be suspended.

Repeat offense of marijuana/alcohol violations or a first offense for sales or possession for the purpose of sale will result in a suspension pending expulsion. Unlawful possession of any controlled substance listed in Chapter 2 (starting with Sec. 11053) of Division 10 of the Health & Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis shall result in a recommendation for expulsion: which includes Codeine, Vicodin, and Oxycodone. State law also forbids offering a substance for sale as a drug even though, in fact, the substance is not actually an unlawful drug.



**Tobacco:** The state and district have determined that the use of tobacco and related substances are injurious to a student's health. The governing board has banned the possession or use of tobacco in any form and related substances from the high schools of the district. Students who possess or use any form of tobacco and related substances will receive progressive consequences according to district policy, and may also be cited by the School Resource Officer (SRO).

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

**Sexual Harassment:** Sexual harassment means any verbal, visual, or physical behaviors of a sexual nature that causes another student to feel uncomfortable at school or that interferes with a student's ability to be successful at school. If it is determined that this type of behavior has created an "intimidating, hostile, or offensive education environment, the student responsible will face suspension from school (Ed. Code 48900.2). A student who feels that he or she is a victim of this type of behavior should report it immediately to a teacher or any other responsible adult on campus.

**Sexting:** Sexting is the sharing of nude or semi-nude pictures via text or other electronic means. By law, a nude or obscene photo of an individual under 18 years old can be considered child pornography. Possession or sharing of such photos is illegal, can result in felony charges and discipline may be administered per District Guidelines. *Anything sent or posted electronically is permanent regardless of what the website or app advertises.*

**Bullying/Cyber-bullying:** Bullying is harmful and effects student learning and school attendance. Student safety is our top priority and we shall not tolerate bullying of any student. No student or group of students

shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber-bully, cause bodily injury to, or commit hate violence against any other student or school personnel. Cyber-bullying 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. Cyber-bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**Detention:** All detentions must be served. Failure to attend detention will result in a doubling of detention or Saturday School. Detention may be served during periods 1 and 7 and lunch (except Wednesday), and after school (immediately following final school bell of the day).

**Suspension:** Suspension is the temporary removal of a pupil from his/her regular classroom by a teacher or from school by an administrator. Students will be suspended (1) when other means of correction have failed, (2) when the student's continued presence on campus is considered by the administration to be

dangerous or disruptive to others, and (3) for specific serious offenses. Students who have been suspended from school may not return to the PHS campus or to any other school campus during this suspension. Supervision of a student on suspension is the responsibility of the student's parents/legal guardians. Students are not allowed to participate in or attend any school activities, including practices and/or rehearsals, until the day after the last day of suspension.

**Grounds for Suspension and Expulsion:** Students may be suspended from school 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:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in the Health & Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health & Safety Code 11053 et seq., alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any other person another liquid, substance, or material, and represented same as controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products (except as an ingredient of a prescribed drug that requires ingestion during school hours), including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel, and e-cigarettes.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Sec. 11014.5 of the Health & Safety Code.
11. 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.

12. Knowingly received stolen school property or private property.
13. Sexual harassment (conduct described as sexual harassment must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.)
14. Caused, attempted to cause, threatened to cause or participated in an act of hate violence. (Definition of hate violence: any act punished under the following sections of the Penal Code: 422.6, 422.7, and 422.75.
15. Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

A pupil may be suspended or expelled for any of the acts enumerated when such act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, included but not limited to, any of the following:

1. While on school grounds;
2. While going to or coming from school including parked cars on or nearby campus;
3. During the lunch period, whether on or off the campus;
4. During, or while going to or coming from, a school-sponsored activity.

**Weapons or Dangerous Instruments:** Students are not allowed to possess or bring onto campus any items that could be classified as weapons or dangerous instruments. Weapons or dangerous instruments include but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns", "stun guns", tasers and any device capable of chemically propelling a projectile
2. Cutting and puncturing devices: dirk, daggers, knives of any type, or razors with an unguarded blade
3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers or inflammable fluids, and other hazardous devices including pepper spray

Such items will be immediately confiscated, disciplinary action through expulsion may occur, and law enforcement and authorities may be notified. All students should be advised that given reasonable suspicion, school authorities would search lockers, automobiles (no matter where parked), and all personal belongings in order to ensure the safety of the campus and all students.

**Dance Policies:** Ponderosa students enjoy school dances as part of an extensive extracurricular program. The following guidelines will ensure continual success in these activities:

1. All fines must be paid or cleared 24 hours before the final day of ticket sales. A current Ponderosa I.D. card or ASB card is required to purchase tickets. Students and guests must present a picture I.D. to be admitted to dances.
2. Saturday School assignments must be served prior to purchasing a dance ticket.
3. Students will conduct themselves in a socially acceptable manner in dress and actions (see Bruin website under Dances). All students will be issued a wristband upon entering the dance. Violations of dance policy will result in a warning and the removal of the wristband. A second violation will result in removal from the dance. Students removed from a dance for any infraction will be prohibited from attending the next two consecutive school dances (including subsequent years).
4. Students who want to bring a guest to the dances must obtain a guest pass from an administrator. The student, the parent, and an assistant principal must sign it. If the guest is attending high school, their high school must also sign the guest pass. A guest is the responsibility of the inviting student and must follow school regulations while on campus. Students who bring a guest assume discipline consequences for that guest. Approved guests must be of at least high school age, no older than 20 years old. Guests are allowed at Sadie's, Prom, and Homecoming dances.
5. Dances start at 7:00 p.m. and end at 10:00 p.m. (exception of Prom, 6-10:30 p.m.). The deadline for arriving at a dance is 8:30 p.m. No one will be admitted after that time. Parents are expected to pick-up their student(s) promptly at the end of the dance.
6. Students or guests who leave the dance will not be readmitted, and must leave campus immediately.
7. Tickets for guests may only be purchased by the person bringing the guest.

**Dance Procedures/Guidelines:**

1. No back-to-front dancing.
2. When facing your partner, a hand width distance must separate partners.
3. Partners may slow dance in a hug position; however, this must be appropriate.
4. No body parts other than feet may be touching the dance floor.

5. No wrapping of one's legs around another person.
6. No grinding, inappropriate touching of another person.
7. No moshing or body surfing at any time.
8. No glow stick mouth wafers allowed (potential choking hazard.)

**First Warning = loss of wristband**

**Next Warning = removal from the dance and loss of participating in the next two consecutive dances**

**Student Dress:** Students of Ponderosa High School are expected to dress for the business of school, and in a manner that is consistent with the following guidelines and regulations of the County Health and Safety Department.

1. Shoes must be worn at all times.
2. Covered shoes and covered leg apparel are required for certain classes (e.g., shop, science).
3. Logos, slogans, and decorations on any apparel, which is inappropriate, offensive, or potentially disruptive to the educational process, are not permitted. Any graphics or language that refers to alcohol, drugs, or tobacco, or contains sexual inferences is not permitted.
4. Students will be asked to immediately correct the following conditions or to go home to change clothes:
  - a) visible midriffs
  - b) visible undergarments
  - c) strapless dresses, tube tops, and revealing blouses
  - d) sleeveless undershirts; "muscle" shirts
  - e) The wearing of wallet chains, pointed studs or any accessory deemed potentially dangerous by school staff.
5. Gang associated apparel.
6. Short shorts and short skirts that are not appropriate (must be fingertip length).
7. Specific rules in certain classes may exist for health and/or safety reasons (e.g., rules governing jewelry, hair, etc).

**Attendance Policy:** As per California Education Code Section 48205, students are expected to attend all scheduled classes on a daily basis. Absence from class is excused for illness, medical appointments, and funerals for members of the immediate family. Other absences that are valid, with prior approval, include unavoidable family travel, court appearance, and school activities. Absences that are not valid include cutting school, oversleeping, working, baby-sitting, DMV appointments, personal business and unverified illness. Consequences for violations will be administered. Parents may not excuse students to leave the classroom except for a valid appointment.

**Absence Verification:** Reasons for student absences are to be verified by a phone call (530)677-2281 ext. 1 or a note brought to the attendance office within 48 hours. Parents, doctors, or school officials may verify absences.

Students, who have attained the age of eighteen years may verify their own absences. The school may request additional verification when deemed necessary. Absence verification should include the following information:

- First and last name of the student
- Date(s) absent
- Reason for the absence
- Name and relationship of the person verifying the absence

**Make up Work:** Two (2) school days will be allowed to make up each day's excused absence. Students absent for school-sponsored activities may be required by the teacher to make up the work before the absence. A student absent on the day of a test may be required to take the test on the day of his/her return. If the absence falls on the day an assignment is due, and the student had prior knowledge of the assignment, the student may be required to submit that assignment upon the day of his/her return. If sufficient make up time is not possible prior to the grading period, the teacher may issue an "I" (Incomplete) grade until such time as the work is completed. A maximum of four weeks after the grading period is allowed for such make up work. The student is responsible for arranging for make-up work.

**Lab Science Make Up Policy:** If you are absent for a lab experience, the teacher determines what the make-up assignment consists of and will issue one reasonable make up opportunity. Failure to attend the scheduled make up session will result in the student not earning credit for that lab. Efforts will be made to provide students the opportunity to make up labs, but not all such requests are reasonable given the scale and scope of particular labs. For some labs (including but not limited to dissections), it may not be reasonable to reconstruct the entire lab. Failure to attend and complete lab assignments may result in the student being unable to demonstrate mastery of the required UC lab science and Honors designation requirements. Per EDUHSD policy, if a student shows a pattern of chronic absenteeism due to illness (more than 14 per academic year), district staff may require physician verification of any further student absences.

## **Tardy Policy:**

**1st tardy:** Student/teacher conference

**2nd tardy:** Student/teacher conference with teacher-imposed consequence. Parent contact is encouraged. Parents can be phoned, parent notification cards sent, or other methods of communication used.

**3rd tardy:** Teacher assigned detention. This detention is to be served with the individual teacher or in the school-sponsored detention. Teacher will issue detention slip directly to the student.

**4th tardy:** Teacher assigned detention (two hours). If the teacher chooses to use the school-sponsored detention, send a referral to the office.

**5th and subsequent tardy:** Saturday school will be assigned for the 5th tardy and EACH tardy thereafter.

**Illness:** If your student gets ill during class time, they must go to the health office. If needed, the student will be checked out through the health office not the attendance office. If your student contacts you directly, please instruct them to go to the health office.

**Homework Requests:** If your student is absent from school, homework should be requested directly from their teacher. You can email your student's teachers using the teacher's first initial and last name @eduhd.net. Students can also access teacher websites by going to the Ponderosa website and going to the 'Students' tab, then click on 'Teacher Websites'.

**Truancy:** When a student has repeated absences for unacceptable reasons, the student will be considered a "habitual truant". This may result in a referral to the Student Attendance Review Board (SARB), or the filing of an application for petition with the El Dorado County Probation Department, or a complaint may be filed against the parent in the Justice Court. Habitual truancy constitutes grounds for an involuntary transfer to an alternative school.

**Minimum Attendance:** Good attendance is a prerequisite to satisfactory job performance. The same holds true for school. Class time missed cannot be fully replaced with make-up assignments. Students who are absent, for any reason, more than 20 percent of the time should not expect to pass the class.

**Home & Hospital Teaching:** Students who will be unable to attend school due to an illness or accident for an extended period of time (usually in excess of two weeks) should contact the Counseling Department to arrange for a home/hospital teacher.

**Early Dismissal/Late Arrival:** If your student needs to be dismissed early, send a note with your student using his/her NAME, GRADE, TIME, DATE and REASON for arrival/dismissal.

**Checking In:** Upon arriving, your student must check in at the Attendance Office window for a pass to class.

**Checking Out:** When checking out, your student must come to the Attendance Office window with his/her note, before school, during break, or at lunch to obtain a pass. The note must include his/her NAME, GRADE, TIME, DATE AND REASON for dismissal. Failing to check out properly will result in a referral with an assigned detention. After obtaining a pass, the student is considered to be "checked out" and can then leave campus at the time shown on the pass.

**Student Athletes:** Student athletes must attend **the majority** of their school day on the day of a game or practice in order to participate. The majority of the school day is the number of classes they attend out of the total classes they are assigned on a given day. For example, on Mondays, a student with 6 classes must attend at least 4 of 6. If a student has four classes on a block day, they must attend for at least 3 of their 4 classes. Athletes are expected to attend all classes and be prompt. Unexcused absences from classes during the season may result in forfeiture of practice or games.

**Final Exams and Testing:** During final exams and standardized testing we cannot interrupt classes to deliver passes. The ONLY way to check your student out of class during this time is to have them bring a note to the attendance office before class starts or during break. We will issue them a pass to leave after they have finished testing.

**Emergency Checkout:** For an emergency checkout, please call the Attendance Office (530) 677-2281 x 1. Please use this option ONLY IN AN EMERGENCY.

**Vehicle Usage/Parking:** Students are not guaranteed parking. Students may find it difficult to secure parking. We encourage students to use district transportation. For students driving to/from Ponderosa, the following rules apply

- Parking is limited to the South/Main Student Parking Lot, East/Upper Farm Parking Lot, and legal street spaces.
- Students parking in the Visitors' Parking spaces or the North/Staff Parking Lot will be assigned the appropriate disciplinary consequence.
- Students must leave their vehicles immediately upon parking.
- All parking lots and cars parked on surrounding streets are off-limits during the school day.
- The campus speed limit is 5 M.P.H. Drive safely!
- Students, staff, and visitors park at their own risk.

**Finance Office:** The finance office is accessible through the walk-up window on the west side of the Administration building. In addition to paying student fines and fees, bus tickets may also be purchased at this window. The Finance Window hours are before and after school, and during lunch.



**Current Graduation Requirements (BP 6146.1)**

Subject	Years	Units
English	3	30
Mathematics ( <i>minimum of Algebra 1</i> )	2**	20
Physical Science	1	10
Biological Science	1	10
Social Science		
World History	1	10
U.S. History/Geography	1	10
American Government/ Civics	0.5	5
Economics	0.5	5
Visual & Performing Arts/ Foreign Language or Career Technical Education	1	10
Physical Education ( <i>unless exempted per Education Code 51225.3</i> )	2	20
Health Education	0.5	5
Technology Education ( <i>minimum 5 credits</i> ):		
ICT Foundations or Exploring Computer Science	0.5 or 1	5
Core Units ( <i>required subjects</i> )		140/140
Elective Units		80/100*
<b>Units Required to Graduate</b>		<b>220/240*</b>

COVID-19: Due to the COVID-19 pandemic and the challenges with distance learning, the graduation unit requirements for El Dorado High School, Independence High School, Oak Ridge High School and Ponderosa High School shall be 220 units. The graduation unit requirements for Union Mine High School and the EDUHSD Virtual Academy, with 4x4 schedules, shall be 240 for the Class of 2021 and 230 credits for graduating classes thereafter. This Board policy will be reviewed annually until this pandemic is over. BP 6146.1 6/20

\*Union Mine and Virtual Academy will require 100 elective credits to meet graduation requirements in 2020-2021 and 90 elective credits to meet graduation requirements in 2021-2022.

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

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

## Certificate of Completion

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

**Extracurricular Eligibility:** Board Policy #6145 requires that all students participating in an extracurricular activity (e.g., athletics, cheerleading, clubs and/or organizations) must:

1. Earn and maintain a 2.0 grade point average at the quarter or semester grading period immediately preceding the activity.
2. Sign and abide by the "Extracurricular Code of Conduct" of the El Dorado Union High School District.

**College/University A-G Admission Requirements:** The following chart lists course requirements for the U.C. and C.S.U. systems. Plan your four years well! Students must pass with a "C" grade or better to qualify for A-G. See your counselor for further details.

Subject	Required	Recommended
A) Social Science	20 Credits	30
B) English	40 Credits	
C) Math (Minimum completion of Algebra 2)	30 Credits	40
D) Lab Science (Biology, Chemistry)	20 Credits	30
E) Language other than English	20 Credits	30
F) Visual and Performing Arts	10 Credits	
G) College Prep Electives	10 Credits	

**A-G Completer Silver Cord:** Seniors completing the California State University and/or the University of California A-G entrance requirements through finishing the courses listed on the Ponderosa High School A-G course list with a "C" or better, will receive a silver cord to wear at graduation. The cord will represent students that have successfully completed college preparatory courses while at Ponderosa High School as outlined by the CSU and UC systems.

**Student Academic Recognition: Principal's Honor Roll** The Principal's Honor Roll recognition (block letters "P" and pins) are awarded twice a year, at the end of each semester. The student must earn a 3.5 grade point average for 3 out of 4 consecutive semesters to earn their block letter. Various pins are awarded for maintaining the 3.5 GPA for subsequent semesters. Student recipients of the Principal's Honor Roll are presented with their block letter "P" and/or pin and a personal letter from the principal, in front of their peers during their second period class. The earliest a student may be recognized is during the student's second year attending the high school.

**PHS Academic Achievement Awards:** To broaden student recognition for academic achievement, Site Council, Student Leadership, school management/administration, and the Department Leadership Team have discussed and *recommended* the expansion of student recognition for academic achievement to include three additional tiers, for all students, per semester.

**Academic Certificate of Achievement:** Awarded to students **each semester** for the following GPA's:

3.0 – 3.49 – "Academic"; 3.5 – 3.99 – "Honors" 4.0+ - "Scholar"

**School Board Student Achievement Awards:** The Student Achievement Awards meeting is conducted by the School Board of Trustees and is presented once a year in the spring. Each department selects a student to be recognized for their outstanding effort and performance, not necessarily by GPA. Parents are invited to attend the event with their student. A teacher presents the individual awards and explains why the student was chosen to be honored.

**Central Sierra Regional Occupational Program:** ROP classes are taught in two or three period blocks of time. ROP classes taught on the Ponderosa High School campus include Diesel Engines, Animal Health, and Law

Enforcement. ROP classes available at District campuses include Automotive Engines, Cosmetology, Metal Fabrication/Welding, Architectural CAD, Dental Careers, Health Careers, Culinary Arts, and Fire Control Technician. The purpose of the ROP is to provide students with marketable job skills upon graduation. ROP works in cooperation with local businesses to provide students with on-the-job training on up-to-date equipment. Students are encouraged to take advantage of the career training options available to them.

**Student Organizations:** Ponderosa has a large number of student organizations and clubs available for students to join. Please refer to the Bruin website for further information.

## **PONDEROSA HIGH SCHOOL ADMINISTRATION**

Jeremy Hunt	Principal	2216
Darrin Slojkowski	Assistant Principal	2218
Phil Leonhardt	Assistant Principal	2219
Amanda Petersen	Assistant Principal	2217
Davy Johnson	Athletic Director	2295
Michael McClellan	Activities Director	2399
Kim Wood	Admin. Asst. to the Principal	2216
Kellie Rath	Secretary to Asst. Principal's	2211
Kaylee Meinz	Receptionist/Athletic Secretary	2210
Jim Spratling	Director of Guidance	2227
Keri Hanson	Counselor	2269
Katie Hunter	Counselor	2229
Lisa Woods	Counselor	2228
Gaynor Driscoll	Registrar	2226
Cammie Escobar	Career Guidance Specialist	2224
Mindy Smith	Counseling Secretary	2225
Amy George	Finance Clerk	2221
Jennifer Zimny	Librarian	2271
Cathy Reid	Supervisor, Food Services	2240
Scott Soto	Plant Supervisor	2301

## **SPECIAL DATES**

First Day of School	August 9
Labor Day – Holiday	September 6
End of First Quarter	October 8
Non Student/Teacher/Staff Day	October 11
Veterans' Day – Holiday	November 11
Vacation Days (Stu & Tchrs)	November 22 - 24
Thanksgiving Holidays	November 25 - 26
End of First Semester	December 17
Winter Recess	December 20 – January 3
Dr. Martin Luther King Jr. Day	January 17
Lincoln's Day – Holiday	February 14
Washington's Day – Holiday	February 21
End of Third Quarter	March 11
Non Student/Teacher/Staff Day	March 14
Spring Break	April 11 - April 15
Last Day of School/Graduation	May 27
Memorial Day	May 30
Intersession	May 31 - June 10 (Dates subject to change)

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