



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

ANNUAL NOTIFICATION TO PARENTS / GUARDIANS
2019–2020

IMPORTANT! – PRINT, SIGN & RETURN APPLICABLE FORMS:

- ★ Parents Rights Acknowledgment Form (Mandatory)
- ★ Request for Notification of Pesticide Use
- ★ Free and Reduced Price Meal Application
- ★ Application for Bus Transportation

Federal Law requires schools to provide directory information to the military; see Page 17.

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

Refer to the District website for transportation bus routes

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

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EL DORADO UNION HIGH SCHOOL DISTRICT

2019-20 Student Calendar

July 2019

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2020

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

First & Last Day of School

Quarter / Semester End

School Closed

Nov 25 - 29 Thanksgiving Recess

Dec 23 - Jan 7 Winter Break

April 6 - 10 Spring Break

August 2019

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

February 2020

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

Legal Holidays

July 4 Independence Day

September 2 Labor Day

November 11 Veteran's Day

November 28 Thanksgiving Day

December 25 Christmas Day

January 1 New Year's Day

January 20 MLK, Jr. Day

February 10 Lincoln's Day (Observed)

February 17 Presidents' (Washington's) Day

May 25 Memorial Day

September 2019

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				

March 2020

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			

Intersession (Dates subject to change)

June 1-12

October 2019

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	

April 2020

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	

SBAC Test Window
(After 144th day)

Non Student/Teacher/Staff Day*

Classified staff check with immediate supervisor

October 14

March 16

November 2019

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

May 2020

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

Emergency School Closure

June 1

June 2

Graduation

May 28 IHS (pm); UMHS (pm); EDHS (pm)

May 29 ORHS (pm); PHS (pm); VA (pm)

December 2019

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			

June 2020

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			

87

93

* On Non Student/Teacher/Staff Days refer to your specific work calendar.

Board Adopted 12/11/2018

EDUHSD VIRTUAL ACADEMY AT SHENANDOAH

2019-20 Student Calendar

July 2019

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 2020 17

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

First & Last Day of School

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November 28 Thanksgiving Day

December 25 Christmas Day

January 1 New Year's Day

January 20 MLK, Jr. Day

February 10 Lincoln's Day (Observed)

February 17 Presidents' (Washington's) Day

May 25 Memorial Day

Intercession (Dates subject to change)

June 1-12

SBAC Test Window
(After 144th day)

Non Student/Teacher/Staff Day*

Classified staff check with immediate supervisor

October 14

March 16

Emergency School Closure

June 1

June 2

Graduation

May 28 IHS (pm); UMHS (pm); EDHS (pm)

May 29 ORHS (pm); PHS (pm); VA (pm)

Early Release Time

See site calendar for dates and times

August 2019 15

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

February 2020 18

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

September 2019 20

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

March 2020 10 45

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			

October 2019 9 44

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	

April 2020 28

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	

November 2019 28

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

May 2020 20 48

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

December 2019 15 43

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

June 2020

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			

87

93

* On Non Student/Teacher/Staff Days refer to your specific work calendar.

Board Adopted 6/11/19

EL DORADO UNION HIGH SCHOOL DISTRICT
Student Services and Innovation

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 2019-2020 school year! This publication includes important information about your legal rights as well as provisions of the Education Code and District Board Policies and Administrative Regulations that may impact your student's education.

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

★ **Please Print, Read, Sign, and Return the Parental Rights Acknowledgement Form to Your Student's School (page 50).**

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

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

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

- ***Student Handbook*** is available annually on the [EDUHSD website](#).
- [EDUHSD website](#) for parent/guardian/student information as well as District policies and regulations.

UNIFORM COMPLAINT PROCEDURES

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

Any complaint alleging District violation of applicable state or federal law or regulations governing any program subject to the UCP which is offered by the District, including adult education programs; After School Education and Safety programs; agricultural career technical education; American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; Economic Impact Aid; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; special education programs; California State Preschool Programs; Tobacco-Use Prevention Education programs; and any other District-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000.

Any other complaint as specified in a District policy.

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. No person shall be subjected to discrimination based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression or genetic information, or any other characteristic identified in Education Code 200 or 220 in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state student financial aid. 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 discriminatory behavior towards students, parents/guardians or failing or refusing to intervene when an act of discrimination, harassment, intimidation or bullying against a student is observed may be subject to disciplinary action up to and including dismissal.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited.

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity.
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable.

3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity.
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex.
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent.
6. Use of gender-specific slurs.

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

Inappropriate conduct includes but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting District or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on District property.
9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to falsifying information in employment records or other school records.
10. Divulging confidential information about students, District employees, or District operations to persons or entities not authorized to receive the information.
11. Using District equipment or other District resources for the employee's own commercial purposes or for political activities.
12. Using District equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity. Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of District technological resources at any time without the employee's consent.
13. Causing damage to or engaging in theft of property belonging to students, staff, or the District.
14. Wearing inappropriate attire.

Sexual Harassment. The 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/guardian who feels that sexual harassment has occurred should immediately contact the teacher, principal of the school or the 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. **The Uniform Complaint Procedure Form may be obtained free of charge from your school office or from the District Title IX and Uniform Complaint Procedure Coordinator.**

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

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

Unauthorized Student Fees. Any complaint alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. (5 CCR 4610)

LCAP Complaint. Any complaint alleging District noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the Local Control and Accountability Plan, including the development of a local control funding formula budget overview for parents/guardians. (Education Code 52075)

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

Pregnant/Parenting Students Complaint. Any complaint alleging District noncompliance with requirements to provide a pregnant or

parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements. (Education Code 46015)

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

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

Homeless Student Complaint. Any complaint, by or on behalf of a student who transfers into the District after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the District, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging District noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements. (Education Code 51225.1)

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

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

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

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

TO FILE A UNIFORM COMPLAINT

1. **Filing A Complaint:** Obtain a copy of the Uniform Complaint procedure and form (BP/AR 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 Timeline:** Unlawful discrimination complaints shall be filed no 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. **Investigation:** The District will investigate the complaint within 10 business days after the compliance officer receives the complaint. The compliance officer shall then begin an investigation into the complaint and provide a written report of the investigation and a decision within 60 days of receipt of the complaint.
4. **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 (CDE). The appeal to CDE must include a copy of the locally filed complaint and a copy of the LEA Decision.
5. **Additional Action:** For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying). (a.) The Complainant pursue available civil law remedies outside of the District's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3) (b.) The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (*Education Code 262.3*) (c.) Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the [US Department of Education Department of Civil Rights](#) within 180 days of the alleged discrimination.

Complaints will be kept confidential.

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

El Dorado Union High School District
Title IX & Uniform Complaint Procedure Coordinator
Tony DeVille
Asst. Superintendent, Human Resources
4675 Missouri Flat Road, Placerville, CA 95667
(530) 622-5081, ext. 7214

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. A complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products at any district school that meets a 40% pupil poverty threshold as specified in federal law. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school's administrative offices. Parents/guardians, students, teachers, or any member of the public

may submit a complaint regarding these issues; however, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint form to allow the school to respond to these concerns. The District's William Uniform Complaint Procedures will be followed for these types of complaints. Complaints may be filed anonymously.

PARENT/GUARDIAN AND STUDENT RIGHTS

Parental Rights Empowerment Act of 1998. The Education Empowerment Act of 1998 establishes various rights for parents/guardians in addition to other rights identified in this Annual Notice. Your rights as a parent or guardian include, but are not limited to, the following (*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 to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
4. To be notified on a timely basis if their student is absent from school without permission.
5. To receive the results of their 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.

Immigration and Citizenship Status. All students have the right to a free public education, regardless of immigration status. For more information, please see the resources developed by the California Attorney General at California Department of Justice Immigration Rights.

Student Testing Exemptions. 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/guardians and inform them of the availability of exemptions under Education Code 60615. However, school District staff shall not solicit or encourage any written exemption request on behalf of any student or group of students.

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

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

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

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

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

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

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

Rights Regarding Home and Hospital. Individual instruction is available for any student with a temporary disability, including information regarding student eligibility for, and the duration of, individual instruction. (*Education Code 48207 and 48208*)

Parents/guardians shall notify the principal or designee when their child is temporarily disabled and needs individual instruction at home or in a hospital or other residential health facility.

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

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

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

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

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

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

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

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

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. Parent/guardians have the right to request and review a copy of the chapter and/or instructional materials. Parent/guardians may request, in writing, that their child not receive comprehensive sexual health education or HIV/AIDS prevention education and to receive a full copy of statutory rights. (*Education Code 51938*)

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

SARCs are accessible to parents/guardians and community members via the internet on the [EDUHSD website](#). Click on the drop down link at the top of the webpage titled *Parents & Students*, then SARC. 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 provided 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 month. (*Administrative Regulation 5113; Education Code 46014*)

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

1. Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:
 - a. Personal illness.
 - b. Quarantine under the direction of a county or city health officer.
 - c. Medical, dental, optometric, or chiropractic appointment.
 - d. Attendance at funeral services for a member of the immediate family. Such absence shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted outside of California.
 - e. Jury duty in the manner provided for by law.
 - f. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent/guardian.
 - g. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of 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.
 - h. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - i. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment.
 - j. To attend his/her naturalization ceremony to become a United States citizen.
 - k. Participation in religious exercises or to receive moral and religious instruction in accordance with District policy, subject to the following conditions:
 - The student's parent/guardian shall provide written consent for the absence.
 - The student shall attend at least the minimum school day.
 - The student shall be excused from school for this purpose on no more than 4 days per school month.
2. A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. 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.

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 who has a moral objection to dissecting or otherwise harming or destroying animals shall have the right to refrain from participating in instruction which involves such activities and shall not be discriminated against because of a decision to exercise this right. (*Education Code 3255.1*)

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

Whenever such classes are offered, the District must (a) notify parents/guardians in advance in writing, (b) provide opportunity prior to the class for the parents/guardians to inspect all written or audiovisual materials to be used, and (c) provide opportunity for each parent/guardian 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/guardian rights for notice, materials inspection, and opportunity to request student nonparticipation in units of instruction in venereal disease education are essentially the same as for sex education courses. (*Education Code 51938-51939*)

Written permission of the parent/guardian 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*)

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

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

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

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

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

GRADUATION REQUIREMENTS

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

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

GRADUATION COURSE REQUIREMENTS (BP 6146.1)

SUBJECT	YRS	UNITS
English	4	40
Mathematics (minimum of Algebra I)	3**	30
Physical Science	1	10
Biological Science	1	10
Social Science		
World History	1	10
U.S. History / Geography	1	10
American Government/Civics	0.5	5
Economics	0.5	5
Visual & Performing Arts / World Language or Career Technical Education	1	10
Physical Education (unless exempted per Education Code 51225.3)	2	20
Health Education	0.5	5
Technology Education (minimum 5 credits): ICT Foundations or Exploring Computer Science	0.5 or 1	5
Core Units (required subjects)		160
Elective Units		80
Units Required to Graduate		240

**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*)

HIGH SCHOOL CURRICULUM NOTIFICATION

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

- 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. **World Language, 2 years required, 3 years recommended:** 2 years of the same world language. Courses should emphasize speaking and understanding and include instruction in grammar, vocabulary, reading, and composition.
- 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).

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

All EDUHSD comprehensive schools offer courses that meet these requirements. Please refer to the 2019-2020 Course Directory for individual course titles and descriptions.

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

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.

California Healthy Youth Act. California school districts are required to ensure that all pupils in grades 7 to 12, inclusive, receive comprehensive sexual health education and HIV prevention education. One semester of Health Education is a District graduation requirement. Parents/guardians may review the curriculum and materials used to teach the comprehensive sexual health education and HIV/AIDS prevention education portion of the Health Education curriculum by contacting their school guidance counselor or principal. Parents/guardians may request in writing that their child not participate in the comprehensive sexual health education and HIV prevention education instruction.

Online Resources.

Applying for College and Financial Aid:

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

Applying for Community College:

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

Other Important Resources for College Bound Students:

- [NCAA Eligibility Center.](#)
NCAA eligibility information for student-athletes
- [Common Application.](#)
- [CSU Application.](#)
- [CSU - How to get to College.](#)
- [UC Application.](#)

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

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

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

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sexual behavior 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/guardians.
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program.

Opportunity to opt a student out of:

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

Inspect, upon request and before administration or use of:

1. Protected information surveys of students.
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
3. Instructional material used as part of the education curriculum.

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

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

STUDENTS WITH EXCEPTIONAL NEEDS:

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state or enrolled in public or private schools. (*Education Code 56020 et. Seq., 56040, 56301; 20 U.S.C. 1412: 35 C.F.R.300.111*)

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

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

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

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

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

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

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

Special Education/Child Find. 20 U.S.C. 1412(a) (3) The Individuals with Disabilities Education Act requires all school districts to identify, locate and evaluate all children with disabilities through the age of 21, regardless of the severity of their disabilities. This obligation to identify all children who may need special education services exists even if the school is not providing special education services to the child. E.C. 56031 "Special Education" means specially designed instruction, at no cost to the parent/guardian, to meet the unique needs of individuals with exceptional needs, whose educational needs cannot be met with modification of the regular instruction program, and related services, at no cost to the parent/guardian, which may be needed to assist such individuals to benefit from specially designed instruction. Special Education is an integral part of the total public education system and provides education in a manner that promotes maximum interaction

between disabled and nondisabled pupils in a manner which is appropriate to the needs of both. Special Education provides a full continuum of program options to meet the educational and service needs of individuals with exceptional needs in the least restrictive environment. For further information regarding Special Education programs, please contact your student's counselor or the school psychologist at your child's school.

RIGHTS OF STUDENTS IN HOMELESS SITUATIONS

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

Enrollment

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

Transportation

- The student shall be provided transportation within the District's transportation system when the student is residing in the District and the school of origin/attendance is within the District boundaries.
- The District is not obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless.

Coursework, Credits and Grades

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

Graduation Requirements

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

Assistance, Concerns or Complaints

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

CHUCK PALMER

SENIOR DIRECTOR OF STUDENT SERVICES AND INNOVATION

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

EMAIL: CPALMER@EDUHSD.NET

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

District Administrative Regulation 6173, Education for Homeless Children and District Administrative Regulation 1312.3, Uniform Complaint Procedures can be found on the [EDUHSD website](#).

RIGHTS OF FOSTER YOUTH

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

Enrollment

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

Transportation

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

Coursework, Credit and Grades

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

Graduation Requirements

- To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.
- If a foster youth has completed his/her second year of high school transfers into the District from another District or transfers between high schools within the District, he/she may be exempted from District-established graduation requirements, unless the District makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school.
- If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student or if he/she transfers to another school or District.
- If it is found a foster youth can reasonably be able to complete the District's graduation requirements within his/her fifth year, he/she may return for a fifth year to complete the requirements.

Assistance, Concerns or Complaints

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

CHUCK PALMER
SENIOR DIRECTOR OF STUDENT SERVICES AND INNOVATION
PHONE: (530) 622-5081, ext. 7224
EMAIL: CPALMER@EDUHSD.NET

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

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

STUDENT RECORDS

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

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

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

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

The custodial parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (*Education Code 49070; 34 CFR 99.20*)

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

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

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

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

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

If the Superintendent or designee denies the allegations, the parent/guardian may, within 30 school days, appeal the decision in writing to the Governing Board. Within 30 school days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the District employee who recorded the information, if he/she is presently employed by the District. The Board shall then decide whether to sustain or deny the allegations. The decision of the Board shall be final. (*Education Code 49070*)

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

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

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

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

Records Information Available To Parents/Guardians.

Parents/guardians 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/guardians 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 [EDUHSD website](#).

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the District that 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 or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the District level. At each school, the principal or a certificated designee shall 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, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from a student's education records.

Directory information shall not be released regarding a pupil identified as a 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/guardian, or pupil accorded parental rights, as identified in the federal Family Educational Rights and Privacy Act (20 USC 1232g), has provided written consent that directory information may be released.

However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

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

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

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: (*Education Codes 49063, 49064, 49068, 49073, 49074, 49076, and 49076.5*)

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

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

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

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

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

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

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

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

When to opt out: Between the beginning of the school year and October 15th. The schools will provide grade point averages after October 15th.

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

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

This Administrative Regulation shall not apply to a student who is a current or former homeless or foster youth. (*Education Code 49014*)

Transfer to New School District: Notice to Rescind Decision to Withhold. When a student who is transferring into the District has had his/her grades, a diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the

student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (Education Code 48904.3)

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this District has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.

The Superintendent or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district. (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 Records: Emergency Information. For the protection of a student's health and welfare, the District may require the parent or legal guardian of a student to keep current at the student's school of attendance, emergency information including the home address and telephone number and business address and telephone number of the parent or legal guardian, and the name and address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent or legal guardian cannot be reached. (Education Code 49408)

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

DISCIPLINE/CONDUCT OF STUDENTS

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

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

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

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

Parent/Guardian Responsibilities Regarding Discipline.

Parents/guardians have the following duties regarding student discipline. According to law, parents/guardians:

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

SUSPENSION AND EXPULSION

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

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

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

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

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

being a witness or retaliating against that student for being a witness, or both. (*Education Code 48900(o)*)

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription **drug Soma**. (*Education Code 48900(p)*)
16. Engaged in, or attempted to engage in, **hazing** as defined in Section 32050. (*Education Code 48900(q)*)
17. 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)*)
18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31. (*Education Code 48900(t)*)
19. Made terrorist threats against school officials and/or school property. (*Education Code 48900.7*)

Additional Grounds for Suspension and/or Expulsion. Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (*Education Code 48900(k)*)

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. 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*)
2. 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*)
3. Intentionally engaged in harassment, threats, or intimidation against District personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (*Education Code 48900.4*)

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, as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than 1 ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.
4. Robbery or extortion.
5. Assault or battery upon any school employee.

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.

Suspension from Class by a Teacher and Parental Attendance. A teacher may remove any student from his/her class for the remainder of the day and the following day for any act listed in Grounds for Suspension and Expulsion above. (*Education Code 48910*)

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

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been removed. (*Education Code 48910*)

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

A student suspended from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (*Education Code 48910*)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than 1 class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (*Education Code 48910*)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (*Education Code 48913*)

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

This notice shall:

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

Smoking or Use of Tobacco or Nicotine Products. The use of tobacco products or any products containing tobacco or nicotine are prohibited at all times on District property and in District vehicles. This 2019-2020 ANNUAL NOTICE TO PARENTS/GUARDIANS

prohibition applies to all parents/guardians, employees, students, visitors, and other persons.

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, desks, and cell phones may occur if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Searches will not be excessively intrusive and will be reasonably related to the reasons for the search.

OTHER RESTRICTIONS

Cell Phones and Electronic Devices. Students may possess cell phones and other electronic devices on El Dorado Union High School District property and during school/District-sponsored activities.

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

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*)

Possession or use of a laser pointer is prohibited, unless used for a valid instructional or other school-related purpose, including employment.

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

Electronic devices may be searched if there is reasonable suspicion that the student violated school rules that is recorded on the device.

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

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

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

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

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

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

Cyberbullying. Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

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

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

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

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

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

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

Closed Campus. In order to keep our students in a supervised, safe, and orderly environment, the Governing Board establishes a closed campus at all district schools. Students shall not leave school grounds at any time during the school day without express permission of school authorities. Students who leave campus without authorization shall be considered to have an unexcused absence and be subject to disciplinary action.

BUS RIDERSHIP

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

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

Safety Rules for Riding the Bus.

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

Parents/guardians can be very helpful by supporting their child's bus driver and backing up 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.

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

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

HEALTH

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

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

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

1. A **Medication in School form** or similar authorization must be completed by the parent/guardian and physician. Forms are available from the school's health office.
2. All medication administered at school, even if sold over the counter, must be prescribed by a physician.
3. Parents/guardians must provide medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider.
4. All medications are kept locked and accessible only to those persons who administer 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. Parent/guardians shall provide a new authorized health care provider's statement if the medication, dosage, frequency of

administration, or reason for administration changes.

7. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician and updating the information when needed.

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

Students entering a District school, or transferring between school campuses, shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

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

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

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

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

If the student's parent/guardian or other contact person cannot be reached to provide consent, the principal may seek reasonable medical treatment for the student as needed, unless the parent/guardian has previously filed with the district a written objection to any medical treatment other than first aid.

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414).

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

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

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

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

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

Nutritious Meals and Free and Reduced Price Meal Program. Nutritious meals are available to students each day. Free or reduced-price nutritious meals 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.

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

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



CRISIS RESOURCES

You are not alone

24/7 Emergency Hotlines and Crisis Intervention

- Crisis Text Line - Text HOME to 741741
- Youth National Suicide Prevention Lifeline - (800) 273-8255
- El Dorado County CRISIS HOTLINE West Slope - (530) 622-3345
- RAINN National Sexual Assault Hotline – (800) 656-HOPE
- The Trevor Project:
 - Lifeline for LGBTQ+ (866) 488-7386
 - Text START to 678678

Non-Emergency Resources

On-Site Support:

- Counseling Office
- Assistant Principal’s Office
- Any Staff Member
- STOPit App: www.appweb.stopitsolutions.com/login

Community Support:

- Primary Care Physician
- El Dorado County Behavioral Health (530) 621-6130
- El Dorado County Public Health Community Hub (800) 844-4491
- Youth National Suicide Prevention Lifeline – www.suicidepreventionlifeline.org
- Crisis Text Line – www.crisistextline.org
- NAMI (National Alliance on Mental Illness) – www.namieldoradocounty.org/crisis-info
- New Morning Youth Shelter (530) 626-4190

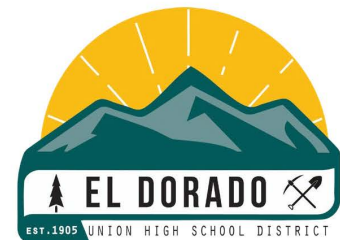
WE EDUCATE | EDUHSD ensures students and families receive the support and information they need.

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

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

**El Dorado Union
High School District
Health Services**

www.eduhsd.k12.ca.us/Student-Success/Health-Services





HEALTH CARE FOR ALL FAMILIES

A PROJECT OF THE CHILDREN'S PARTNERSHIP

Enroll. Get Care. Renew. Health Coverage All Year Long

Health Coverage Options

Medi-Cal:

- ▶ Children—regardless of immigration status—foster youth, pregnant women, and legally present individuals—including those with DACA status—may be eligible for no- or low-cost Medi-Cal.
- ▶ Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no or low cost.
- ▶ Medi-Cal enrollment is available year round.

Covered California:

- ▶ Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them.
- ▶ Based on income and family size, many Californians may qualify for financial assistance.
- ▶ Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.

Immigrant Families visit: www.allinforhealth.org/immigrantfamilies
Immigration status information is kept private, protected, and secure. It will not be used by any immigration agency to enforce immigration laws, but only to determine eligibility for health programs.

You and your family may qualify for financial help:

Household Size	If 2019 household income is less than...		If 2019 household income is between...
	\$17,237	\$33,244	\$17,237 - \$48,560
1	\$17,237	\$33,244	\$17,237 - \$48,560
2	\$23,336	\$44,981	\$23,336 - \$65,840
3	\$29,439	\$56,738	\$29,439 - \$83,120
4	\$35,535	\$68,495	\$35,535 - \$100,400
5	\$41,635	\$80,253	\$41,635 - \$117,680
6	\$47,735	\$92,010	\$47,735 - \$134,960
▶	Adults may be eligible for Medi-Cal	Children may be eligible for Medi-Cal	May be eligible for financial help to purchase insurance through Covered California

Enroll.

Three ways to enroll in Medi-Cal and Covered California:

- www.coveredca.com
1 (800) 300-1506
- Find in-person help: www.coveredca.com/get-help/local/

Get Care.

- ▶ Find a primary care doctor in your network.
- ▶ Schedule an annual checkup for you and your family.
- ▶ Make sure to take your child to the dentist.
- ▶ Pay your monthly premium if your plan requires it.

Renew.

- ▶ Medi-Cal must be renewed every year. If you receive a renewal notice, complete and return. You can also renew online or by phone. For help, contact your local Medi-Cal office.
- ▶ Health plans through Covered California must be renewed every year. Renewal information will be mailed at the end of the year, or contact Covered California at 1 (800) 300-1506.

For more information go to:
www.allinforhealth.org
 March 2019



SAFETY

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

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

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

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

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

radio or monitoring the situation on television.

4. Do not speculate and give false information about what has taken place.
5. If you receive information of a threat to the school, notify law enforcement immediately.

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

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

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

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

Registration of Visitors/Outsiders. (*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 non-instructional time. To ensure the safety of students and to avoid potential disruptions, visitors/outside (as defined in Administrative Regulation 1250) must register immediately upon entering any school building or school grounds when school is in session.

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

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

- **Regular Schedule:** Schools will start and dismiss at their usual times. Some buses may be delayed due to ice, snow, or chaining of buses. Students should remain at bus stops until the bus arrives.
- **Alternative Schedule I:** Schools will start at their usual time, but

will dismiss early. Schools may close early due to heavy snow, no heat, no water in the school, or other emergency 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 [EDUHSD website](#).

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. The student(s) parent/guardian resides within District boundaries. (*Education Code 48200*)
2. The student is placed within District boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (*Education Code 48204*)
3. The student is admitted through an interdistrict attendance option. (*Education Code 46600, 48204, 48301, 48356*)
4. The student is an emancipated minor residing within District boundaries. (*Education Code 48204*)
5. The student lives with a caregiving adult within District boundaries and the caregiving adult submits an affidavit to that effect. (*Education Code 48204*)
6. The student resides in a state hospital located within District boundaries. (*Education Code 48204*)
7. The student is confined to a hospital or other residential health facility within District boundaries for treatment of a temporary disability. (*Education Code 48204, 48207*)
8. The student(s) parent/guardian resides outside District boundaries but is employed within District boundaries and lives with the student at the place of employment for a minimum of 3 days during the school week. (*Education Code 48204*)
9. The student(s) parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. (*Education Code 48204.3*)
10. The student(s) parent/guardian was a resident of California who departed the state against his/her will due to a transfer by a government agency that had custody of the parent/guardian, a lawful order from a court or government agency authorizing his/her removal, or removal or departure pursuant to the federal Immigration and Nationality Act, and the student lived in California immediately before moving out of state as a result of his/her parent/guardian's departure.

Attendance Boundaries. Present attendance boundaries can be obtained by visiting the [EDUHSD website](#) or by calling the Student Services and Innovation Office at (530) 622-5081, ext. 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. Property tax payment receipt.
2. Rental property contract, lease, or payment receipt.
3. Utility service contract, statement, or payment receipt.
4. Pay stub.
5. Voter registration.
6. Correspondence from a government agency.
7. Declaration of residency executed by the student(s) parent/guardian.
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student.
9. If the student is residing in the home of a caregiving adult within District boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552.

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

Intradistrict Open Enrollment. (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, the existing racial and ethnic makeup of the schools, and projected staffing requirements.

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

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

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.

Interdistrict Transfers. The following 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 Inter-District transfer requests to the Superintendent and/or designee.

School placement within the District will be at the discretion of the EDUHSD administration.

Interdistrict Transfer requests must be received within the months of January and February preceding the school year for which the transfer is requested.

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

Allen Transfer. Education Code section 48204(b) permits a school district to deem a pupil to have complied with the residency requirements for attendance in the school district if at least 1 parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week. School districts within which at least one parent or the legal guardian of a pupil is employed are not required to admit the pupil to its schools. Once admitted to residency, the pupil's transfer may be revoked only if the parent/guardian ceases to be employed within the boundaries of the school district. As a resident, the pupil does not have to re-apply for the transfer to be valid.

DISTRICT CHARTER SCHOOL

EDUHSD Virtual Academy at Shenandoah High School is an educational program provided through a **comprehensive, individualized, and rigorous** approach to high school education. As a **WASC accredited** and **California Certified** Charter School, the 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 Early College Program which allows students to complete Folsom Lake College courses on site at the Virtual Academy during the school day.

A **blended 4x4 schedule** provides students the flexibility of attending as little as twice per week or as often as on a daily basis.

Students are provided with **support** needed for all major subject areas, including science labs, advanced placement courses and core subjects by highly qualified teachers. Weekly tutorials are available for students needing additional support. [EDUHSD Virtual Academy website](#).

CONTINUATION EDUCATION

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

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

OTHER EDUCATIONAL PROGRAMS

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.

Pregnant and Parenting Students. EDUHSD will not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. (*EC 221.51; 222.5; 46051*) Pregnant and parenting pupils are entitled to the following:

1. Have their pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom treated in the same manner and under the same policies as any other temporary disabling condition.
2. Provided with 8 weeks of parental leave, (or more if medically necessary) which the pupil may take before the birth of the pupil's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the pupil who gives or expects to give birth and the infant, and to

allow the pregnant or parenting pupil to care for and bond with the infant.

3. Return to the school and the course of study in which he or she was enrolled before taking parental leave and opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and reenrollment in courses.
4. Remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the District/County Office of Education makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high School.
5. Provided with alternative education options should the pupil decide not to return from leave.
6. Not incur an academic penalty as a result of his or her use of the accommodations.

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

MULTILINGUAL EDUCATION

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

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

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

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

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

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

RESOURCES

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

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



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

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

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

Immigration-Enforcement Actions at California Schools

Guide for Students and Families



Xavier Becerra
California Attorney General
April 2018

KNOW YOUR EDUCATIONAL RIGHTS

Your Child has the Right to a Free Public Education

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

Information Required for School Enrollment

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

Confidentiality of Personal Information

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

refuse release of your child's information.

Family Safety Plans if You Are Detained or Deported

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

Right to File a Complaint

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

CHECKLIST FOR IMMIGRANT STUDENTS AND FAMILIES ATTENDING PUBLIC SCHOOLS

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

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

forms where applicable, to ensure that applications are complete.

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

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 California Department of Pesticide Regulation at <http://www.cdpr.ca.gov> for further information on pesticides and their alternatives. [CDPR website.](#)

	<u>Name of Pesticide</u>	<u>Method & Reason for Application</u>	<u>Active Ingredients</u>
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 (15oz. Aerosol)	Spray – Insect Control	Permethrin; d trans-Allethrin
6	Green Thumb Wasp & Hornet Killer (17.5oz Aerosol)	Spray – Insect Control	Permethrin; d-trans Allethrin
7	Green Thumb Ant, Roach & Spider Killer (17oz. Aerosol)	Spray – Insect Control	Permethrin; d-trans Allethrin
8	Green Thumb Foaming Wasp & Hornet Killer (17.5 oz)	Foam Spray – Insect Control	Permethrin; d-trans Allethrin
9	Dimension 2EW	Spray – Pre-emergent and Crab Grass Herbicide	Dithiopyr, S,S'-dimethyl 2 (difluoromethyl) – 4 – (2-methylpropyl) 6 – (trifluoromethyl) 3.5 - pyridinedicarbothioate
10	Reward	Spray – Aquatic herbicide	Diquat dibromide; dihydroiprido; 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 & Wasps Killer (20 oz)	Spray – Insect Control	Prallethrin/Lambda Cyhalothrin
15	Hot Shot Ant & Roach Killer (17.5 oz)	Spray – Insect Control	Permethrin; d trans Allethrin
16	Hot Shot Spider/Scorpion Killer (11 oz)	Spray – Insect Control	Prallethrin/Lambda Cyhalothrin
17	Terro Liquid Ant Baits	Liquid bait station – Insect Control	Sodium Tetraborate Decahydrate
18	Terro Outdoor Ant Killer	Spray – Insect Control	Permethrin, Tetramethrin
19	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
22	Tempo SC Ultra	Spray – Insect Control	B-Cyfluthrin, Cyano, 2,2dimethyl-cyclopropanecarboxylate
23	Sedgehammer	Spray – Selective Herbicide	Halosulfuron-methyl

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	Method & 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
BASF	Cy-kick CS	Spray – Insect Control	Cyfluthrin
ENVINCIO	Essentria IC3	Spray – Insect Control	Rosemary, Geraniol, Peppermint Oil

***2019-2020 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 listed below:

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

In the event of inclement weather or holiday during the scheduled dates, pesticide application will take place the following Friday and Saturday. ****Additional spray dates have been scheduled during school recesses.** If the inclement weather persists, pesticide application will be postponed until the next scheduled dates. Parents and guardians may request to be notified of any alterations to this schedule at their student's schools site. Beginning July 2019, those listed on this registry will be notified of alterations in the application schedule at least 72 hours prior to application. Refer to Request for Notification of Pesticide Application Schedule Changes form, which follows this notification.

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

REQUEST FOR NOTIFICATION OF PESTICIDE APPLICATION SCHEDULE CHANGES

School site (✓ appropriate site):

- El Dorado High School
- Oak Ridge High School
- Ponderosa High School
- Union Mine High School
- Independence High School
- EDUHSD Virtual Academy at Shenandoah High 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

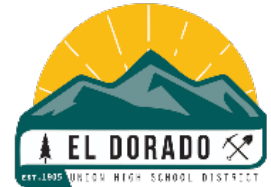
RETURN TO:

El Dorado High School Attn: Sandra Atkins 561 Canal Street Placerville CA 95667	Oak Ridge High School Attn: Katelyn Hewell 1120 Harvard Way El Dorado Hills CA 95762	Ponderosa High School Attn: Kim Wood 3661 Ponderosa Road Shingle Springs CA 95682
Union Mine High School Attn: Janet Brown 6530 Koki Lane El Dorado CA 95623	Independence High School Attn: Courtney Soto 385 Pleasant Valley Road Diamond Springs, CA 95619	EDUHSD Virtual Academy at Shenandoah High School Attn: Patty Braun 6540 Koki Lane El Dorado CA 95623

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

F 3514 6/4/19

El Dorado Union High School District Food Services Meal Charge Policy



Introduction

The El Dorado Union High School District's Board of Trustees recognizes that healthy, nutritious food is essential to a student's health, development and ability to learn. The District participates in the National School Breakfast and Lunch program which provides free or reduced-priced meals to low-income families who meet the federal eligibility criteria; as well as provides meals to students wishing to purchase a breakfast or lunch at a set price. To be fair and equitable and in order to ensure compliance with all State and Federal Child Nutrition program guidelines, the District Food Services Meal Charge Policy establishes procedures for methods of payment, charge policy, and alternate meal availability.

Free and Reduced Price Meal Program

Any family who feels that they may qualify for the National Free and Reduced Price Meal Program are encouraged to complete an application. Applications can be obtained online at [EDUHSD website](#), at all school sites and the District Office. Completed applications may be returned to the school's cafeteria, counseling or administration offices or to the District Office at 4675 Missouri Flat Rd. Placerville, CA 95667 Attn: Lisa Baughn. You may apply at any time during the school year. Free and Reduced Price Meal Program eligibility extends only to the reimbursable meals served at Breakfast and Lunch. Eligibility does not apply to any a la carte items.

Pre-Payment Options

Meals may be pre-paid at any time. There are many advantages to using one of the prepaid options available: The peace of mind that comes with knowing your student has lunch money for the day's meal. Prepaid meal accounts speed up the lunch lines which allows your student more time to eat and relax. Students who eat healthy nutritious meals do better in school.

[MySchoolBucks.com](#): Online payments are a simple, safe and secure way to make payments to your student's meal account 24 hours a day at your convenience. *MySchoolBucks* will charge a \$2.49 service fee per transaction so plan accordingly.

Cash/Check: You or your student can add to the account by bringing money to the school. Please place lunch money in an envelope clearly marked with your student's name, their ID#, their teacher's name, the \$ amount, and check #. Pre-paid deposits should be turned in to a cafeteria cashier(s) or school finance office.

Point Of Sale (POS)-Pin Numbers

The District Cafeterias use the eTrition “Touch n Serve” POS system. ALL students, Free, Reduced-Priced or Paid, will be assigned a POS Pin number. Students can obtain their POS Pin number through the cafeteria or the District Office. Students input this pin# into the eTrition key pad. In order to avoid potential misuse of a student’s meal account, the POS system will display a photo of the student for the cashier to verify the correct student is using the lunch account. The student’s Free and Reduced Price Meal Program eligibility status will not be shown to the cashier in order to maintain confidentiality.

District Food Services Meal Charging Policy

NO CHARGE POLICY: The District will not allow students to charge to their meal account if it results in a negative balance. It is the parents, guardians, and student’s responsibility to provide funds for the purchase of a breakfast, lunch and a la carte items. Cashiers will alert the student when their meal account balance drops below \$10.00. Parents/guardians can sign up for a free *MySchoolBucks* account, which will send a low balance alert when their student’s meal account is under the family designated dollar amount. *MySchoolBucks* can send an alert to a designated cell phone as well.

The District and Food Services Department realizes that emergencies come up and students will on occasion forget to bring food from home or money to purchase a meal. We do not want a student to go hungry. In this situation, the student should meet with the Food Services Supervisor for assistance.

Parental Controls

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

Refunds

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

Responsibilities

Nutrition Services Supervisors will be responsible for training all food service staff prior to working the service line regarding the District Food Services Meal Charging Policy.

Nutrition Services Contact Information

EDUHSD District Office	Lisa Baughn, EDUHSD Receptionist	530-622-5081 x7234
El Dorado High School	Suzette Ortega, Nutrition Services Supervisor	530-622-5081 x1053
Oak Ridge High School	Joyce Walker, Nutrition Services Supervisor	916-933-6980 x3025
Ponderosa High School	Cathy Reid, Nutrition Services Supervisor	530-622-5081 x2240
Union Mine High School/Virtual Academy/Independence High School	Tim White, Nutrition Services Supervisor	530-622-5081 x4611

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **The El Dorado Union High School District** offers healthy meals every school day. Breakfast costs **\$2.25**; lunch costs **\$3.50**. Your children may qualify for free or reduced price meals. Reduced price is **.30** for breakfast and **.40** for lunch. This packet includes an application for free and reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **CalFRESH**, the Food Distribution Program on Indian Reservations (**FDPIR**), or **CalWORKS**, are eligible for free meals.
- **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**
- **Children participating in their school's Head Start program are eligible for free meals.**
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on the following chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2019-2020					
Household Size	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$23,107	\$1,926	\$963	\$ 889	\$ 445
2	\$31,284	\$2,607	\$1,304	\$1,204	\$602
3	\$39,461	\$3,289	\$1,645	\$1,518	\$759
4	\$47,638	\$3,970	\$1,985	\$1,833	\$917
5	\$55,815	\$4,652	\$2,326	\$2,147	\$ 1,074
6	\$63,992	\$5,333	\$2,667	\$2,462	\$ 1,231
7	\$72,169	\$6,015	\$3,008	\$2,776	\$1,388
8	\$80,346	\$6,696	\$3,348	\$3,091	\$ 1,546
For each additional family member add	\$8,177	\$ 682	\$ 341	\$ 315	\$ 158

- HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call **Student Services and Innovation, 530-622-5081 x7229 or 916-933-5165 x7229.**
- DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. *Use 1 Free and Reduced Price Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Receptionist, EDUHSD, 4675 Missouri Flat Rd. Placerville, CA 95667.
- SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact the receptionist at the District Office **530-622-5081 x7234 or 916-933-5165 x7234** immediately.
- CAN I APPLY ONLINE?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit [EDUHSD website](#) to begin or to learn more about the online application process. Contact the receptionist at the District Office **530-622-5081 x7234 or 916-933-5165 x7234** if you have any questions about the online application.
- MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only good for that school year and for the first few days of the current school year, through **September 13, 2019.** You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
- I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
- WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.

9. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **Bob Whittenberg c/o EDUHSD 4675 Missouri Flat Rd. Placerville, CA 95667 530-622-5081 x7227 or 916-933-5165 x7227**
11. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a "0" in the field. However, if any income fields are left empty or blank, those will also be counted as "0". Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. **WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper, and attach it to your application. Please send to: **Receptionist c/o EDUHSD 4675 Missouri Flat Rd. Placerville, CA 95667 530-622-5081 x7234 or 916-933-5165 x7234 to receive a second application.**
16. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **CalFRESH** or other assistance benefits, contact your local assistance office: El Dorado County Office of Human Services @ 530-642-7300 or call **California State Social Services 877-847-3663.**

If you have other questions or need help filling out an application call the receptionist at the District Office @ 530-622-5081 x7234 or 916-933-5165 x7234.

Sincerely,

Ron Carruth, Ed.D.
EDUHSD Superintendent

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the applications for free or reduced price school meals. You only need to submit **1** application per household, even if your children attend more than 1 school in the El Dorado Union High School District. The application must be filled out completely to certify your children for free or reduced price meals.

Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact **Lisa Baughn @ EDUHSD 530-622-5081 x7234 or 916-933-5165.**

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here?

When filling out this section, please include **all** members in your household who are:

- Children age 18 or under **and** are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending **El Dorado Union High School District** *regardless of age.*

A) List each child's name. For each child, print their first name, middle initial and last name. Use 1 line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Where does the child attend school? For each child please enter the name of the school they are attending and what grade level they are at for the 2019 - 2020 school year.

C) Do you have any foster children? If any children listed are foster children, mark the "Foster Child" box in the row with the child's name. **Foster children who live with you may count as members of your household and should be listed on your application.** If you are *only* applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions.

D) Are any children homeless, migrant, or runaway? If you believe any child listed in this section may meet this description, please mark the "Homeless, Migrant, Runaway" box in the same row as the child's name and **complete all steps of the application.**

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN 1 OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: CALFRESH, CALWORKS OR FDPIR?

If anyone in your household participates in the assistance programs listed below, your children are eligible for FREE school meals:

- The Supplemental Nutrition Assistance Program (SNAP) or **CalFresh**.
- Temporary Assistance for Needy Families (TANF) or California Work Opportunity and responsibility to Kids-**CalWorks**.
- Food Distribution Program on Indian Reservations or **FDPIR**.
- The Kinship Guardian Assistance Payment Program or **KinGAP**.

A) IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- *If No, skip to STEP 3 on these instructions and STEP 3 on your application.*
- *Leave STEP 2 blank.*

B) IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:

- *If Yes, select the program type you or your family member(s) participate in and provide a case number for CalFresh, CalWorks, KinGAP or FDPIR. You only need to write 1 case number. If you participate in one of these programs and do not know your case number, contact: El Dorado County Office of Human Services #530-642-7300 or 800-510-2020. You must provide a case number on your application if you checked a program type.*
- *Skip to STEP 4.*

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

A) Report all income earned by children. Refer to the chart titled “Sources of Income for Children” in these instructions and report the combined gross income for **ALL** children listed in Step 1 in your household in the box marked “Total Child Income.” Only count foster children’s income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household.

What is Child Income?

Child income is money received from outside your household that is paid **directly** to your children. Many households do not have any child income. Use the chart below to determine if your household has child income to report.

Sources of Income for Children

Sources of Child Income	Examples
<ul style="list-style-type: none"> • Earnings from work. 	<ul style="list-style-type: none"> • A child has a job where they earn a salary or wages.
<ul style="list-style-type: none"> • Social Security. <ul style="list-style-type: none"> ○ Disability Payments. ○ Survivor's Benefits. 	<ul style="list-style-type: none"> • A child is blind or disabled and receives Social Security benefits. • A parent is disabled, retired, or deceased, and their child receives Social Security benefits.
<ul style="list-style-type: none"> • Income from persons <i>outside</i> the household. 	<ul style="list-style-type: none"> • A friend or extended family member <i>regularly</i> gives a child spending money.
<ul style="list-style-type: none"> • Income from any other source. 	<ul style="list-style-type: none"> • A child receives income from a private pension fund, annuity, or trust.

FOR EACH ADULT HOUSEHOLD MEMBER:

Who should I list here?

When filling out this section, please include **all** members in your household who are:

- Living with you and share income and expenses, *even if not related and even if they do not receive income of their own.*

Do **not** include people who:

- Live with you but are not supported by your household's income **and** do not contribute income to your household.
- Children and students already listed in Step 1.

How do I fill in the income amount and source?

FOR EACH TYPE OF INCOME:

- Use the charts in this section to determine if your household has income to report.
- Report all amounts in **gross income** ONLY. Report all income in whole dollars. Do not include cents.
 - Gross income is the total income received before taxes or deductions.
 - Many people think of income as the amount they "take home" and not the total "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will be counted as "0". If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause.
- Mark how often each type of income is received using the check boxes to the right of each field.

B) List Adult Household member's name. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." **Do not list any household members you listed in STEP 1.** If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

C) Report earnings from work. Refer to the chart titled "Sources of Income for Adults" in these instructions and report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

What if I am self-employed?

If you are self-employed, report income from that work as a **net** amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

D) Report income from Public Assistance/Child Support/Alimony. Refer to the chart titled “Sources of Income for Adults” in these instructions and report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the value of any cash value public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only **court-ordered** payments should be reported here. Informal but regular payments should be reported as “other” income in the next part.

E) Report income from Pensions/Retirement/All other income. Refer to the chart titled “Sources of Income for Adults” in these instructions and report all income that applies in the “Pensions/Retirement/All Other Income” field on the application.

F) Report total household size. Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household determines your income cutoff for free and reduced price meals.

G) Provide the last four digits of your Social Security Number. The household’s primary wage earner or another adult household member must enter the last four digits of their Social Security Number in the space provided. **You are eligible to apply for benefits even if you do not have a Social Security Number.** If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled “Check if no SS#.”

Sources of Income for Adults		
Earnings from Work	Public Assistance/Alimony/ Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> • Salary, wages, cash bonuses • Net income from self-employment (farm or business) • Strike benefits <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> • Basic pay and cash bonuses (<i>do NOT include combat pay, FSSA or privatized housing allowances</i>) • Allowances for off-base housing, food, and clothing 	<ul style="list-style-type: none"> • Unemployment benefits • Worker’s compensation • Supplemental Security Income (SSI) • Cash assistance from State or local government • Alimony payments • Child support payments • Veteran’s benefits 	<ul style="list-style-type: none"> • Social Security (including railroad retirement and black lung benefits) • Private Pensions or disability • Income from trusts or estates • Annuities • Investment income • Earned interest • Rental income • <i>Regular</i> cash payments from outside household

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. **Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.**

A) Provide your contact information. Write your current address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced price school meals.** Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Sign and print your name. Print your name in the box “Printed name of adult completing the form.” And sign your name in the box “Signature of adult completing the form.”

C) Write Today’s Date. In the space provided, write today’s date in the box.

D) Share children’s Racial and Ethnic Identities (optional). On the back of the application, we ask you to share information about your children’s race and ethnicity. **This field is optional and does not affect your children’s eligibility for free or reduced price school meals.**

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School Year 2019-2020 El Dorado Union High School District Application for Free and Reduced-Price Meals Complete one application per household.

Please read the instructions on how to apply. Print clearly with a pen. You may also apply online at www.eduhsd.net. This institution is an equal opportunity provider. California *Education Code* Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

STEP 1 – STUDENT INFORMATION

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

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

STEP 2 – ASSISTANCE PROGRAMS: CalFresh, CalWORKs, or FDIPIR

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

If YES, check the applicable program box, enter one case number, skip STEP 3, and continue to STEP 4.	Select Program Type: <input type="checkbox"/> CalFresh <input type="checkbox"/> CalWORKs <input type="checkbox"/> FDIPIR	Enter Case Number:
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STEP 4 – CONTACT INFORMATION & ADULT SIGNATURE

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

Signature of adult completing this application:		
Print Name:		
Date:	Phone Number:	
Mailing Address:		
City:	State:	Zip:
E-mail:		

STEP 3 – REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (Skip this step if you answered 'YES' in STEP 2)

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

B. ALL OTHER HOUSEHOLD MEMBERS (including yourself): List ALL household members not listed in STEP 1, even if they do not receive income. For each household member, report the TOTAL GROSS income (before deductions) in whole dollars for each source. If the household member does not receive income from any sources, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report. Enter the appropriate pay period in the "How Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly

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

C. Total Household Members (Children and Adults)	<input type="text"/>	D. Enter the last four digits of Social Security number (SSN) from the Primary Wage Earner or Other Adult Household Member	<input type="text"/>	Check the box if NO SSN <input type="checkbox"/>
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DO NOT COMPLETE. SCHOOL USE ONLY			
How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly	Total Household Income		
Annual Income Conversion: Weekly x52, Biweekly x26, Twice a Month x24, Monthly x12	\$		
Total Household Size	Eligibility Status: <input type="checkbox"/> Free <input type="checkbox"/> Reduced-price <input type="checkbox"/> Paid (Denied)		<input type="checkbox"/> Categorical
	Verified as: <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway		<input type="checkbox"/> Error Prone
Determining Official's Signature:			Date:
Confirming Official's Signature:			Date:
Verifying Official's Signature:			Date:

OPTIONAL – CHILDREN'S ETHNIC AND RACIAL IDENTITIES

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

Ethnicity (check one):

Hispanic or Latino Not Hispanic or Latino

Race (check one or more):

American Indian or Alaskan Native Asian Black or African American

Native Hawaiian or other Pacific Islander White

OPTIONAL - CONSENT TO SHARE INFORMATION FOR CALFRESH BENEFITS
Pursuant to California *Education Code* 49558(d)

OPTIONAL - CONSENT TO SHARE INFORMATION FOR CALFRESH BENEFITS: Your participation in the Free and Reduced-Price school meal program means your family could be eligible for the CalFresh Food assistance program. CalFresh provides monthly benefits to households for purchasing the food they need to maintain adequate nutrition. By signing this form, you consent to allow the El Dorado Union High School District to share the information you provided on your Free and Reduced-Price Meal application with the El Dorado County CalFresh Office that is responsible for determining eligibility (benefits) for the CalFresh program. If you prefer to apply directly and not exchange the information, you may call the CalFresh program at 1-877-847-3663 or apply online at www.calfresh.ca.gov.

Pursuant to California Education Code 49558(d)

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

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

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

Print Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____ Today's Date: _____

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

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

INFORMATION STATEMENT

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

NON-DISCRIMINATION STATEMENT

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

EL DORADO UNION HIGH SCHOOL DISTRICT
HOW TO APPLY FOR FREE/REDUCED PRICE BUS PASS

Applications will not be processed without proof of income

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

Acceptable Income Documentation:

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

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

Bus Passes Information

- Bus Passes Will Be Issued by the Bus Driver -

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

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

RATES	FULL YEAR			SEMESTER 1			SEMESTER 2			
	PASS TYPE	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM
Round Trip	\$220	\$210 DISCOUNT EXPIRES AFTER 7/31	\$160	\$110	\$105 DISCOUNT EXPIRES AFTER 7/31	\$80	\$110	\$105 DISCOUNT EXPIRES AFTER 12/30	\$80	
5% discount (2) (EXPIRES 10/3)	\$209	\$199.50	Multiple Student Discounts: EDUHSD schools and/or any of its feeder schools may receive a discount for the purchase of a FULL YEAR round trip pass.							
10% discount (3+) (EXPIRES 10/3)	\$198	\$189.50								
Occasional Rider	\$20 for 10 one-way tickets or \$2 for a one way ticket. Occational rider tickets are available only at school sites or the Transportation Department. One-way tickets are not available online.									
Replacement Pass	There is a \$10 replacement fee for lost or damaged bus passes. Replacement passes are available online or at the Transportation Department 530.622.5081 ext: 7245.									

BUS PASS FREE OR REDUCED APPLICATION

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



▶ PART 1 – STUDENT AND GUARDIAN INFORMATION


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

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

	GRADE	SCHOOL	STUDENT NAME	BUS STOP
1				
2				
3				

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

	LAST NAME- FIRST NAME	MONTHLY INCOME	FOSTER CHILD Proof Required
1		\$	
2		\$	
3		\$	
4		\$	
5		\$	
6		\$	
7		\$	
8		\$	



Please provide proof of income to process FREE or REDUCED Bus Pass

Bus pass can't be processed without proof of acceptable income documents.

- EARNINGS / WAGES
- SOCIAL SECURITY
- UNEMPLOYMENT BENEFITS
- WORKER'S COMPENSATION
- CHILD SUPPORT / ALIMONY
- OTHER INCOME
- SELF EMPLOYMENT INCOME
- OR- PROOF OF RECEIPT OF BENEFITS FROM CalFRESH, CalWORKS, KinGAP, OR FDPIR

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

SIGNATURE: X _____

Date: _____

Bus Pass Pricing Information

- Bus Passes Will Be Issued by the Bus Driver -

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

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

RATES		FULL YEAR			SEMESTER 1			SEMESTER 2		
PASS TYPE	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM	REGULAR PRICE	EARLY BIRD DISCOUNT	AM or PM	
Round Trip	\$220	\$210 DISCOUNT EXPIRES AFTER 7/31	\$160	\$110	\$105 DISCOUNT EXPIRES AFTER 7/31	\$80	\$110	\$105 DISCOUNT EXPIRES AFTER 12/30	\$80	
5% discount (2) (EXPIRES 10/3)	\$209	\$199.50	Multiple Student Discounts: EDUHSD schools and/or any of its feeder schools may receive a discount for the purchase of a FULL YEAR round trip pass.							
10% discount (3+) (EXPIRES 10/3)	\$198	\$189.50								
Occasional Rider	\$20 for 10 one-way tickets or \$2 for a one way ticket. Occasional rider tickets are available only at school sites or the Transportation Department. They are not available online.									
Replacement Pass	There is a \$10 replacement fee for lost or damaged bus passes. Replacement passes are available online or at the Transportation Department 530.622.5081 ext: 7245.									

HOW TO PURCHASE

On-Line: **Credit Card Purchase Online Only**, at MySchoolBucks.com. Print the mySchoolBucks™ receipt as a temporary pass.
Note: Please make a new password if attending the El Dorado Union High School District for the first time. Old passwords from other districts will not work.

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

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

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

