

**EL DORADO UNION HIGH SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

**Community Relations**

**INFORMATION FOR  
PARENTS AND STUDENTS  
AR 1100.1**

**During the School Year**

School administrators at all schools shall ensure that phone coverage by a live person is available at least throughout the teachers' contract work day. That would include staff development days, special events, etc.

When school is in recess (e.g., Winter Break), the phone messages shall indicate the reason for, and duration of, the school closure.

**During the Summer Break**

School administrators at all schools shall ensure that they have in place phone messages which relay the following information during the summer break:

- Summer hours
- When regular staff will be back
- When transcripts can be obtained
- How to obtain work permits
- When registration will occur
- When school will start in the fall.
- Summer School phone number.