

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



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ANNUAL NOTIFICATION TO PARENTS / GUARDIANS 2011-12

IMPORTANT! – SIGN & RETURN APPLICABLE FORMS:

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

Reminder!

We accept credit cards, debit cards, and electronic checks on-line.

For more information, link to PaySchools on the District web site.

The *No Child Left Behind Act* requires schools to provide directory information to the military; see Page 17.

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

Refer to the District web site for transportation bus routes

Contents

School Calendar	5	Health	21
School Calendar – Shenandoah High School	6	Nurse/Health Technicians	21
Introduction	7	Injury/Illness During School Hours	21
California High School Exit Exam	7	Medication at School	22
Nondiscrimination and Compliance		Immunizations	22
English and Spanish	8, 9	Students with Temporary Disability	22
Parent and Student Rights & Information	10	Medical Assistance at School	22
No Child Left Behind Act	10	Medical and Hospital Services	22
Parental Rights Empowerment Act of 1998	10	Physical Examinations	23
Student Testing Exemptions	11	Health History Records	23
Parent Rights: Discipline	11	Nutrition Program	23
Sexual Health and HIV/AIDS Education	11	Safety	23
Access to Information on Sex Offenders	11	Asbestos	23
School Accountability Report Card	12	Pesticide Use	23
Excused Absences: Special Circumstances	12	Closed Campus	23
Education Code 48205	12	Emergency Response Plans	23
Student Affirmation/Disavowal of Beliefs	12	Lockdown/Evacuation Information	23
Student Class Nonparticipation Rights	12	Darkened Campus at Night	24
Grading Policy for Withdrawal from Class	13	Registration of Visitors/Outsiders	24
Promotion/Retention of Students	13	Inclement Weather	24
Concurrent Enrollment	13	District Transfers and Boundaries	24
Class Loads	13	Attendance Boundaries	24
Graduation Requirements	13	Proof of Residence	25
Repeating Classes	13	Intra-District Open Enrollment	25
High School Curriculum Notification	13	Intra-District Transfers	25
UC/CSU College Admission Requirements	13	Inter-District Transfers	25
Career Technical Education	14	Alternative Education Schools	25
Choosing the Right Courses	14	Shenandoah High School	25
Notification of Rights Under the Protection		Independence High School	25
of Pupil Rights	14	Independent Learning Center	25
Grants for Advanced Placement Tests		Community Day School	25
Students in Need	14	Educational Programs	26
Rights for Students with Disability	14	Home and Hospital Instruction	26
Rights for Students in Homeless Situations	15	Regional Occupational Program	26
Access to Student Information	15	Other Programs	26
Family Education Rights & Privacy Act	15	Work Experience	26
Records Available to Parents	16	Special Education	26
Directory Information	16	Minimum and Staff Development Days	26
Records Available to Military	17	Pesticide Use	27
Withholding Grades/Diplomas/Transcripts	17	Pesticide Application Schedule Change Notice	29
Transfer to New School District;		Free and Reduced-Price Meals Information	31
Notice to Rescind Decision to Withhold	17	Letter – English and Spanish	33–36
Response to Subpoena of Records	17	Application English and Spanish	37, 38
Emergency Information	17	Bus Transportation	39
Discipline	17	Application & Fee Schedule – English	39, 40
Behavior Expectations	17	Application & Fee Schedule – Spanish	41, 42
Parent Responsibilities	17	Parents Rights Acknowledgement Form	43
Suspension and Expulsion	17		
Other Restrictions	20		

2011–12 School Calendar

JULY '11

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

JANUARY '12

M	T	W	T	F
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30	31			

AUGUST '11

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FEBRUARY '12

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SEPTEMBER '11

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MARCH '12

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OCTOBER '11

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APRIL '12

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NOVEMBER '11

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MAY '12

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DECEMBER '11

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JUNE '12

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18	19	20	21	22
25	26	27	28	29

AUG	8	FIRST DAY OF CLASSES
	29	Collaboration Day – Early Release
SEP	5	Labor Day
	26	Collaboration Day – Early Release
OCT	7	END 1ST QUARTER (MINIMUM DAY – SITE OPTIONAL)
	24	Collaboration Day – Early Release
NOV	11	Veteran's Day
	14	Collaboration Day – Early Release
	21–23	Vacation Days (Students, Teachers, 9-Mo. Staff)
	24–25	Thanksgiving Recess
DEC	16	END 1ST SEMESTER
	19	Winter Recess Begins
JAN	1	New Year's Day 2012 (holiday 1/2/12)
	6	Winter Recess Ends
	9	Collaboration Day – Early Release
	16	Martin Luther King Jr., Day
FEB	6	Collaboration Day – Early Release
	13	Lincoln's Day
	20	Washington's Day
MAR	5	Collaboration Day – Early Release
	16	END 3RD QUARTER
APR	2-6	Spring Break, Easter 4/8
	16	Collaboration Day – Early Release
	18	Test Window +/- 10 days from 4/18 (3/28-5/2)
MAY	24	Graduation ALT ED
	25	LAST DAY OF CLASSES
	25	Graduation ORHS, PHS
	26	Graduation EDHS, SHS (a.m.); UMHS (p.m.)
	28	Memorial Day

Snow Day Allowance (Master Contract): 5/29, 30

2011–12 School Calendar – Shenandoah High School

JUL '11

M	T	W	T	F
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JAN '12

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AUG '11

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FEB '12

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SEP '11

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MAR '12

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OCT '11

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APR '12

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NOV '11

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MAY '12

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DEC '11

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JUN '12

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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUG	8	FIRST DAY OF CLASSES
	17	Collaboration Day – Early Release
	24,29	Collaboration Days – Early Release
SEP	5	Labor Day
	7,14	Collaboration Days – Early Release
	21,26	Collaboration Days – Early Release
OCT	5,12,19	Collaboration Days – Early Release
	21	Exhibition Faire
	24	Collaboration Day – Early Release
NOV	2,9	Collaboration Days – Early Release
	11	Veteran’s Day – No School
	14	Collaboration Day – Early Release
	21-23	Vacation Days (Students, Teachers, 9-Mo Staff)
	24,25	Thanksgiving Recess
	30	Collaboration Day – Early Release
DEC	5-16	Exhibitions
	7,15	Collaboration Days – Early Release
	16	END 1ST SEMESTER – 12 p.m. Release
	19	Winter Recess Begins
JAN	1	Sunday, New Year’s Day 2012 (holiday 1/2/12)
	3	Intersession Begins
	6	Winter Recess Ends
	9,18,25	Collaboration Days – Early Release
	16	Martin Luther King Jr. Day
FEB	1,6	Collaboration Days – Early Release
	13	Lincoln’s Day
	15	Collaboration Day – Early Release
	20	Washington’s Day
	22,29	Collaboration Days – Early Release
MAR	5,14	Collaboration Days – Early Release
	16	Exhibition Faire
	21,28	Collaboration Days – Early Release
APR	2-6	Spring Break, Easter 4/8
	11,16,25	Collaboration Days – Early Release
MAY	2,9	Collaboration Days – Early Release
	7-18	Exhibitions
	24,25	Collaboration Days – Early Release
	25	LAST DAY OF CLASSES – 12 p.m. Release
	26	Graduation SHS (a.m.)
	28	Memorial Day
	5/29, 30	Snow Day Allowance (Master Contract)

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

★ **Important Information Requiring Parental Signature Enclosed**

Dear Parent(s) and Guardian(s):

Welcome to the 2011–12 school year! This publication includes important information about your legal rights as well as provisions of the Education Code and District Board Policies and Administrative Regulations that may impact your student's education.

California Education Code Section 48980 requires governing boards of local school districts to provide annual notification to parents and legal guardians (hereafter included in the term 'parents') of minor pupils of their rights regarding certain school activities. Education Code Section 48982 requires that parents sign and return to school the notice acknowledging that they have been informed of their rights. Legally required notification is hereby provided:

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

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

State law mandates that students must pass the California High School Exit Examination (CAHSEE) as a requirement for receiving their high school diploma. Students with a disability who have an Individualized Education Plan (IEP) or Section 504 Plan that states they have satisfied or will satisfy all other state and local requirements to receive a high school diploma are exempt from meeting the CAHSEE requirement. However, students with a disability are required to take the CAHSEE in grade 10 utilizing accommodations and modifications as outlined in their IEP or 504 Plan.

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

receive additional information on the CAHSEE as that information is released by the state.

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

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

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

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

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

NONDISCRIMINATION AND COMPLIANCE

Nondiscrimination. The El Dorado Union High School District is primarily responsible for compliance with federal and state laws and regulations regarding nondiscrimination. The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on age, ancestry, color, physical or mental disability, national origin, race, religion, sex/gender, sexual harassment, sexual orientation, ethnic group identification, or any other unlawful consideration. The Board promotes programs which ensure that discriminatory practices are eliminated in all District activities.

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

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

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

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

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

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.

TO FILE A COMPLAINT

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

Complaints will be kept confidential.

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

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

**Stevie (Stephanie) Clark
Asst. Superintendent, Human Resources
4675 Missouri Flat Road, Placerville, CA 95667
530.622-5081, ext. 7213**

NINGUNA DISTINCIÓN, PERSECUCIÓN SEXUAL, Y POLÍTICA DEL TÍTULO IX

Ninguna Distinción. El Distrito Escolar El Dorado Union High es responsable principalmente por conformidad con las leyes federales y del estado y reglamentos en cuanto a oportunidades iguales para todos los individuos en la educación. Los programas del distrito y actividades deben ser libres de distinción basada en edad, ascendencia, color, incapacidad física o mental, origen nacional, raza, religión, sexo, persecución sexual, orientación sexual, identificación étnica, o cualquier otra consideración en contra de la ley. Los Directores deben promover programas que aseguran que las prácticas de distinción sean eliminadas en todas las actividades del distrito.

Cualquier alumno que se involucra en la distinción de cualquier alumno o alguien del distrito puede estar bajo acciones disciplinarias hasta e incluyendo la expulsión. Cualquier empleado que permite o se involucra en la distinción puede estar bajo acciones disciplinarias hasta e incluyendo su despedida.

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

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

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

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

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

PARA ENTREGAR UNA QUEJA

1. **Entregando una queja:** Obtener una copia de la forma y procedimientos de Quejas Uniformes (BP/AR/F 1312.3) de la escuela o del Coordinador del distrito para Título IX y Procedimientos de Quejas Uniformes. Entrega la forma de quejas al director o Coordinador.
2. **Fecha Límite:** Quejas de distinción en contra de la ley deben ser entregadas no más que 6 meses de la fecha que ocurrió la distinción alegada, o 6 meses de la fecha que la persona con la queja primero se enteró de los hechos de la distinción alegada.
3. **Mediación:** La mediación es opcional. Involucra un tercer individuo para ayudar en resolver la queja. Si se usa la mediación, líneas de tiempo son extendidas 30 días adicionales.
4. **Investigación:** El distrito investigará la queja y proveerá un reporte escrito de la investigación y la decisión dentro de 60 días de haber entregado la queja.
5. **Apelar:** Si la persona haciendo la queja no está de acuerdo con la decisión del distrito, él/ella tiene cinco días para apelar la decisión a la Junta de Educación del distrito escolar; o alternativamente, 15 días para apelar la decisión del Departamento Educacional de California. La apelación al Departamento Educacional de California tiene que incluir una copia de la queja local entregada y una copia de la decisión LEA.
6. **Acción Adicional:** La persona entregando una queja de distinción también puede perseguir acción en una corte civil por lo menos 60 días después de entregar una solicitud con el Departamento Educacional de California.

Las quejas serán confidenciales.

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

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

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

PARENT AND STUDENT RIGHTS

No Child Left Behind Act:

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

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

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

Parental Rights Empowerment Act of 1998. The Education Empowerment Act of 1998 establishes various rights for parents in addition to other rights identified in this Annual Notice. Your rights as a parent or guardian include, but are not limited to, the following (*Education Code 51101*):

1. To observe, upon reasonable notice, instructional and other school activities in which their student is enrolled or for the purpose of selecting the school in which their student will be enrolled.
2. To meet, upon reasonable notice, with their student's teacher(s) and the school principal.
3. Under the supervision of District employees to volunteer their time and resources for the improvement of school facilities and school programs, including, but not limited, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
4. To be notified on a timely basis if their student is absent from school without permission.
5. To receive the results of their student's and the school's performance on standardized tests and statewide tests.

6. To request a particular school for their student and to receive a response from the District.
7. To have a school environment for their student that is safe and supportive of learning.
8. To examine the curriculum materials of the class(es) in which their student is enrolled.

Parents/guardians may inspect, in a reasonable time frame, all primary supplemental instructional materials and assessments stored by the classroom teacher, including textbooks, teacher's manuals, films, tapes, and software. (*Education Code 49091.10*)

Each school site shall make available to parents/guardians and others, upon request, a copy of the prospectus for each course, including the titles, descriptions, and instructional aims of the course. (*Education Code 49091.14*)

9. To be informed of their student's progress in school and of the appropriate school personnel to contact in the event of problems.
10. To have access to their student's school records.
11. To receive information concerning the academic performance standards, proficiencies, or skills their student is expected to accomplish.
12. To be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving their student, and to deny permission to give the test.
14. To participate as a member of a Parent Advisory Committee, School Site Council, or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations.
15. To question, and receive an answer from the school, regarding items in their student's school record that appear to be inaccurate, misleading, or an invasion of privacy.

Student Testing Exemptions – STAR/California Standards Tests. Pursuant to Education Code 60640, a parent/guardian may submit a written request to excuse his/her student from any or all parts of any test provided. School district staff may discuss the testing programs with parents and inform them of the availability of exemptions under Education Code 60615. However, school district staff shall not solicit or encourage any written exemption request on behalf of any student or group of students.

Parent/Guardian Involvement (Board Policy 6020).

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

parent involvement strategies as a component of instructional planning.

Teachers and parents/guardians can better understand and meet student needs if they work together. All of our schools have a duty to communicate frequently with the home and to help parents/guardians develop skills and family management techniques which support classroom learning. Administrators and teachers should keep parents/guardians well informed about school expectations and tell them when and how they can assist their children in support of classroom learning activities. The Board encourages staff training in effective communication with the home.

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

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

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

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

Sexual Health and HIV/AIDS Prevention Education.

Parents/guardians have the right to excuse their student from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education. Written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection. Comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel and/or by outside consultants. You have a right to request and review a copy of the chapter and/or instructional materials. You may request, in writing, that your child not receive comprehensive sexual health education or HIV/AIDS prevention education and a copy of your statutory rights. (*Education Code 51938*)

Parental Notification Regarding Access to Information on Registered Sex Offenders.

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

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

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

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

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

- a. Notwithstanding Section 48200, a student shall be excused from school when the absence is:
 - (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than 1 day if the service is conducted in California and not more than 3 days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence has been requested in writing by the parent or guardian and approved by the principal or a

designated representative pursuant to uniform standards established by the governing board.

- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- b. A student absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. As the teacher of any class from which a student is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.
- c. For purposes of this section, attendance at religious retreats shall not exceed 4 hours per semester.
- d. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- e. "Immediate family," as used in this section, has the same meaning as that set forth in Education Code Section 45194, except that references therein to "employee" shall be deemed to be references to "student or pupil."

Attendance policies are available in the *Student Handbook*.

Student Affirmation or Disavowal of Beliefs. A student may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This law does not relieve students of any obligation to complete regular classroom assignments.

Student Class Nonparticipation Rights. Any student with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, may notify his or her teacher regarding such objection and present a substantiating note from his or her parent or guardian. Upon presentation of such notification, the teacher may provide the student an alternate educational program.

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

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

A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education.

Parental rights for notice, materials inspection, and opportunity to request student nonparticipation in units of instruction in venereal disease education are essentially the same as for sex education courses. (*Education Code 51938–51939*)

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

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

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

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

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

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

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

Graduation Requirements (BP 6146.1). Guidance counselors are available at all campuses to provide assistance in planning a course of study.

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

■ **Additional Graduation Requirements:**

- a. Students must **pass the California High School Exit Exam** in math and language arts.
- b. **Computer Literacy Requirement:** Students must demonstrate mastery by completing the ICT Foundations course or by successfully passing the six standards required on the Computer Literacy test.
- c. **Fine Arts or Foreign Language:** Students may select classes from either area to meet the high school graduation requirement. *Fine Arts* includes any class from the Visual and Performing Arts Department: Music, Drama, Dance, Arts and Crafts, as well as Floral and Landscape Design or Architectural Design and Graphics. *Foreign Language* may include, but may not be limited to, Spanish, French, German, Japanese, and Italian. No one course may be used to meet the requirement in two areas.
- d. **Life Fitness II Option:** Exceptions for student athletes to the Life Fitness II curriculum will be based on predetermined criteria. Contact your counselor for more information.

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

High School Curriculum Notification (AB 428):

■ **UC/CSU College Admission Requirements**

To determine the subjects that meet the following college admission courses as certified by the University of California (UC), please visit your respective high school web site or log on to the following web site: <https://doorways.ucop.edu/list/>

- a. **History/Social Science, 2 years required:** 2 years of history/social science to include 1 year of U.S. history or 1/2 year of U.S. history and 1/2 year of civics or American government; and 1 year of world history, cultures, and geography.
- b. **English, 4 years required:** 4 years of college preparatory English which include frequent and regular writing, and reading of classic and modern literature, poetry and drama. Not more than 2 semesters of 9th grade English can be used to meet this requirement.
- c. **Mathematics, 3 years required, 4 years recommended:** 3 years, including elementary algebra, geometry, and second-year (advanced) algebra. Math courses taken in the 7th and 8th grades may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.
- d. **Laboratory Science, 2 years required, 3 years recommended:** 2 years providing fundamental knowledge in at least two of these three areas: biology, chemistry, and physics. Laboratory courses in earth/space sciences are acceptable if they have as prerequisites or provide basic knowledge in biology, chemistry or physics. Not more than 1 year of grade 9 laboratory science can be used to meet this requirement.
- e. **Foreign Language, 2 years required, 3 years recommended:** 2 years of the same foreign language. Courses should emphasize speaking and understanding and include instruction in grammar, vocabulary, reading, and composition.

- f. **Visual and Performing Arts, 1 year required:** 1 year of art, dance, drama/ theater, or music.
- g. **College Preparatory Elective, 1 year required:** 1 year in addition to those required in "a–f" above, chosen from the following areas: visual and performing arts, social science, English, advanced mathematics, laboratory science, and languages other than English (a third year in the language used for the "e" requirement or 2 years of another language).

All EDUHSD comprehensive schools offer courses that meet these requirements. Please refer to the 2011–12 Course Directory for individual course titles and descriptions.

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

▪ **Career Technical Education (CTE)**

Career technical education engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society.

To learn more about CTE, log on to: <http://www.cde.ca.gov/ci/ct>.

▪ **Choosing the Right Courses**

Students are encouraged to contact their school counselor to assist with creating a strategic plan that best meets the student's individual course needs. In addition, your school's Career Center maintains an extensive library of information and resources pertaining to college and workforce preparation.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA).

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

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

- 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use:

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

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

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Grants for Advanced Placement Tests for Students in Need.

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

RIGHTS AND COMPLAINT PROCEDURES FOR STUDENTS WITH DISABILITY

Section 504 of the Rehabilitation Act of 1973. The El Dorado Union High School District complies with Section 504, which prohibits discrimination against students solely on the basis of a disability. If a student is identified as having a significant disability, the school is to develop an accommodation plan for the student. Coordinators for compliance of Section 504 are:

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

The School Site Coordinators should be contacted if you feel your student has a significant disability that requires a special school accommodation and you wish to initiate the appropriate procedure. A copy of the District's Section 504 administrative regulation can be obtained by contacting school administration or the District's Director of Special Education/504 at (530) 622-5081, ext. 7253. Ask for Administrative Regulation 6164.6: Identification and Education of Students with Disabilities.

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

RIGHTS OF STUDENTS IN HOMELESS SITUATIONS

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

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

Students in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Get help enrolling and succeeding in school from the school district's liaison for the Education of Homeless Children and Youth. Every school district must have a liaison, and the school district's central office can put families and youth in touch with the liaison. Liaisons have a special responsibility to help youth who are on their own.
- Stay in the school they went to before becoming homeless or whatever school they were enrolled in last (called "school of origin"), even if they move out of the district, if that is feasible. Students can stay in their school of origin the entire time they are homeless. Students can also finish the school year in their school if they find permanent housing during the year.
- Get transportation to their school of origin, provided or arranged by the school district, or a joint effort among school districts.
- Go to the local school in the area where they are living. The school must immediately let students enroll, attend classes, and participate fully in school activities, even if students do not have a parent or guardian with them or documents such as proof of residency, immunization records, other medical records, school records, or other documents. Once students are enrolled, the school must get records from the last school, and the liaison must help students get immunizations or immunization and medical records.
- Get a written explanation from the school district if the district refuses to send students to the school they choose, and have the liaison settle such disagreements.
- Have disagreements settled quickly and go to the school they choose while disagreements are settled.
- Get preschool services, free or reduced school meals, services for English language learners, special education, Title I services, vocational/technical education, gifted and talented services, and before- and after-school care, as needed.

- Go to school with children who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Get information and referrals from liaisons, including information about all available educational programs and how parents can participate, public notice about their rights, and referrals to health, mental health, dental, and other services.
- Have the opportunity to meet the same high academic achievement standards as all students.

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

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

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

<p>District Contact: Steve Volmer Assistant Superintendent (530) 622-5081, ext. 7210</p>
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ACCESS TO STUDENT INFORMATION

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

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

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

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

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

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

3. The **right to give consent to disclosures** of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

4. The **right to file a complaint** with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office, U.S.
Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Records Information Available To Parents. Parents have a right to access all records relating to their children (*Education Codes 49063, 49069*). The procedures used by the El Dorado Union High School District regarding the establishment and maintenance, transfer, access, and modification of student records is available to parents upon request (*Education Code 49063, 49070*). District policies relating to student records include the following: BP/AR 5125, BP/AR 5125.1, AR 5125.2, AR 5125.3. These policies/regulations are available on request or can be found on the district website at www.eduhsd.net.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the District that is directly related to an identifiable student and maintained by the district or required to be maintained by an

employee in the performance of his/her duties, or maintained by a party acting for the District. Any information maintained for the purpose of a second-party review is considered a student record. Student records include the student's health record. (*34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430*)

The Superintendent/designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the District level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (*5 CCR 431*)

Parents/guardians have the right to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged failure by the District to comply with the provisions of Section 444 of the General Education Provisions Act. (*20 USC 1232g*)

Directory Information. The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the El Dorado Union High School District (District), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the El Dorado Union High School District to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing by the end of the second week of school. The El Dorado Union High School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing

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

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

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

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

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

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

Transfer of Students to New School District; Notice to Rescind Decision to Withhold. (a) Upon receiving notice that a school district has withheld the grades, diploma, or transcripts of any student pursuant to Section 48904, any school district to which the student has transferred shall likewise withhold the grades, diploma, or transcripts of the student as authorized by that section, until such time as it receives notice, from the district that initiated

the decision to withhold, that the decision has been rescinded under the terms of that section. (*Education Code 48904.3*)

Response to Subpoena of Student Record. The service of a subpoena upon a public school employee solely for the purpose of causing him to produce a school record pertaining to any student may be complied with by such employee, in lieu of personal appearance as a witness in the proceeding, by submitting to the court, or other agency issuing the subpoena, at the time and place required by the subpoena, a copy of such record, accompanied by an affidavit certifying that such copy is a true copy of the original record on file in the school or school office. The copy of the record shall be in the form of a photostat, microfilm, micro card, or miniature photograph or other photographic copy or reproduction, or an enlargement thereof. (*Education Code 49078*)

Student Record – Emergency Information. For the protection of a student's health and welfare, the governing board of a school district may require the parent or legal guardian of a student to keep current at the student's school of attendance, emergency information including the home address and telephone number and business address and telephone number of the parents or guardian, and the name and address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent or legal guardian cannot be reached. (*Education Code 49408*)

DISCIPLINE

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

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

- must request and attend conferences regarding the discipline of their children
- may be requested to spend a portion of the day in an unruly child's classroom. Refer to Board Policy 5144.1, section *Required Parental Attendance.*
- assume liability for willful conduct of their children which results in injury to another student or to school district personnel
- assume liability (up to \$10,000) for damage to school property caused by a minor's willful misconduct. (*Education Code 35291, 35291.5, 48900.1, 48904*)

SUSPENSION AND EXPULSION

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

What does Expulsion mean and what should parents do?

Expulsion means the student has so seriously violated the rules needed for the school and other students that the student loses the right to an education provided by the District, usually for at least the current semester and one more. At the end of the expulsion term, the student has the right to a hearing to determine whether or not the student will be readmitted to school.

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

Suspension By Principal. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a student, including an individual with exceptional needs, as defined in Education Code 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the student violated any of the subdivisions (a through e) of section 48900 or the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

Conditions for Suspension and Expulsion. A student may be suspended or expelled for any of the acts listed below if the act is related to (1) a school activity, (2) school attendance occurring at any district school, or (3) within any other school district including, but not limited to, the following circumstances: (Education Code 48900(r))

- while on school premises, including school parking lots or parking areas adjacent to the school
- while going to or coming from school
- during the lunch period, whether on or off the school campus
- during, going to, or coming from a school-sponsored activity.

Alternatives to suspension or expulsion will be used against students who are truant, tardy, or otherwise absent from assigned school activities. (Education Code 48900)

Grounds for Suspension and Expulsion. Students may be suspended or recommended for expulsion when the Superintendent, principal, or principal's designee at the school in which the student is enrolled determines that the student has done any of the acts listed below: (Education Code 48900)

- A. (1) Caused, attempted to cause, or threatened to cause **physical injury** to another person, or (2) Willfully used **force or violence** upon the person of another, except in self-defense. (Education Code 48900(a))
- B. Possessed, sold, or otherwise furnished any **firearm, knife, explosive, laser pointer, or other dangerous object** unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))
- C. Unlawfully possessed, used, sold, or furnished, or been under the influence of any **controlled substance**, as defined in the Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind. (Education Code 48900(c))

- D. Unlawfully offered, arranged, or negotiated to sell any **controlled substance**, as defined in the Health and Safety Code 11053-11058, **alcoholic beverage** or **intoxicant** of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcohol beverage or intoxicant. (Education Code 48900(d))
- E. Committed or attempted to commit **robbery or extortion**. (Education Code 48900(e))
- F. Caused or attempted to cause **damage** to school property or private property. (Education Code 48900(f))
- G. Stolen or attempted to steal school property or private property. (Education Code 48900(g))
- H. Possessed or used **tobacco** or any products containing tobacco or **nicotine products** (except as an ingredient of a prescribed drug that requires ingestion during school hours), including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900(h))
- I. Committed an **obscene act** or engaged in habitual **profanity or vulgarity**. (Education Code 48900(i))
- J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any **drug paraphernalia**, as defined in Section 11014.5 of the Health and Safety Code. (Education Code 48900(j))
- K. **Disrupted** school activities or otherwise **willfully defied** the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
- L. Knowingly received **stolen school property** or private property. (Education Code 48900(l))
- M. Possessed an **imitation firearm**. An imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
- N. Committed or attempted to commit a **sexual assault** as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code, or committed a **sexual battery** as defined in Section 243.4 of the Penal Code. (Education Code 48900(n))
- O. **Harassed, threatened, or intimidated** a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. (Education Code 48900(o))
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription **drug Soma**. (Education Code 48900(p))
- Q. Engaged in, or attempted to engage in, **hazing** as defined in Section 32050. (Education Code 48900(q))

R. Engaged in an act of **bullying**, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

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

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

48900.4 Intentionally engaged in, **harassed, threatened, or intimidated** a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment. (*Education Code 48900.4*)

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

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

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

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

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

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

- It is against school regulations for a student to be in possession of firearms, weapons, or other dangerous objects while on or near the school premises, or while going to and from school.
- Be advised that "on or near school premises" includes parking lots, on-street parking, and other areas near the school.

- By law, it is a crime to bring or possess weapons on school property, including ice picks, BB guns, pellet guns, stun guns, and spot marker guns.

- Dangerous objects include anything that can be used to cause serious injury to another person. This includes, but is not limited to, knives of any size, razor blades, any type of club or instrument that could be used as a club that has no reasonable school-related use.

- Students are prohibited from having the above-mentioned or similar objects in their vehicles, or lockers, or among their other personal belongings.

- Violation of these regulations may result in expulsion proceedings.

- If a student discovers he/she is inadvertently in possession of the above objects, he/she is to take them immediately to the school administration. If this initiative is fully taken and accomplished by the student, expulsion proceedings will not occur.

Smoking or Use of Tobacco or Nicotine Products. No school shall permit smoking or the use of tobacco, or any product containing tobacco or nicotine products, by students of the school while the students are on campus, or while attending school-sponsored activities or while under the supervision and control of school district employees.

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

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

- **First Offense** for confiscation* of tobacco or other substance: Parents are notified. The student is assigned to Saturday School.

- **Second Offense** for confiscation* of tobacco or other substance: The student receives in-house suspension. A parent/student conference is held.

- **Third Offense** for confiscation* of tobacco: 2-day suspension and parents are notified.

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

- **Fifth Offense** for confiscation* of tobacco: Involuntary transfer to Alternative Education.

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

Search and Seizure. Please note that searches of students, their belongings, their vehicles parked on District property and District properties under the student's control, including lockers and desks, may occur only if there is reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Searches will not be excessively intrusive and will be reasonably related to the objects of the search.

OTHER RESTRICTIONS

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

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

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

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

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

Access to Internet information. Internet service is available to students and staff in the El Dorado Union High School District who participate in a District training course. The El Dorado Union High School District strongly believes in the educational value of such electronic information services and recognizes their potential to support our curriculum and student learning in our District. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet offers access through networked computers to data and people throughout the world. Students and staff can use the Internet to:

- participate in global discussion groups through the use of electronic mail
- retrieve information and images from institutions such as NASA, the Smithsonian, and the Library of Congress
- access on-line catalogs for California State University, University of California, and other university libraries

- collaborate with students from other schools to collect and analyze data in shared research projects
- exchange ideas with students from other parts of the world
- retrieve current data from government agencies such as the National Oceanic and Atmospheric Association (NOAA).

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

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

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

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

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

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

Safety Rules for Riding the Bus:

- **Loading.** Be on time to your designated bus stop. We ask all students to arrive at the bus stop **no more than 5 minutes** before their bus is due to arrive. Walk safely, and never run to or from the bus. If you are riding a different route or using a different stop than your designated stop, bring a signed permission note from your parent. Wait for the bus in a safe place, clear of traffic. Avoid horseplay and respect the privacy and property of others while waiting for the bus. Form an orderly line facing the direction from which the bus will approach the stop. Do not move toward the bus

until the school bus is completely stopped and the door is open. The driver must stop the bus a minimum of 12 feet away from the closest student. Enter the bus in an orderly manner; use the handrail and go directly to your seat. If you are late to the bus stop and must cross the street, do not run across. The driver must activate the flashing red light on the school bus—THIS IS THE LAW. The driver will secure the bus, check traffic, and tell you when it is safe to cross in front of the bus to board. **Never cross the street behind a school bus.**

▪ **Unloading. Remain seated until the bus is completely stopped and the door is open.** Exit the bus in an orderly manner, no jumping or stepping on seats or skipping steps; use the handrail. Alternate seats front to rear when leaving. Those in the back seats should wait until the seat in front of them is empty before standing. Move completely away from the bus and out of the danger zone (the outside area within 12 feet around the school bus). Never retrieve anything from under the school bus without the bus driver's permission. Never chase a bus after it has pulled away from the bus stop. **Red light crossing stops**—On a highway or private road, the law and District policy mandate that all students must cross the street only when the red flashing lights of the bus are on. For safety and expediency, students should wait for the driver to tell them to cross; walk promptly, straight across the street in front of the bus. Failure to follow these procedures while crossing the street may result in a loss of school bus privileges (home-to-school and field trip transportation).

▪ **Riding the School Bus.** Always listen to and cooperate with your driver, who is in charge at all times. Learn and obey the standard school bus rules that are posted inside the bus. Parents can be very helpful by supporting their child's bus driver and backing up his/her authority. Take your seat, face forward, feet on the floor, and remain seated at all times when the bus is in motion. Do not throw or pass objects to someone outside the bus. **Keep your head, arms, and feet inside the bus at all times.** Be respectful of the rights of everyone on the bus by not using profanity or profane gestures. Talk quietly with fellow students on an appropriate topic; keep your hands to yourself. Never throw things in or out of the bus. Take litter with you as you get off the bus. **Any kind of glass, balloons, and animals, including insects,** (except for permission for service guide dogs per Health and Safety Code) **are not allowed on the bus.** Do not allow large objects to block the aisles or emergency exits; please do not place objects on the rear window shelf.

▪ **Danger Zone.** Most injuries and deaths involving school buses occur outside the bus. Although there are mirrors, at times the driver cannot see people close to the bus. Children who do not move completely away from the bus could have their jacket or backpacks snagged on the bus, or they could be pushed down by the front part of the bus and then crushed by the tires.

STUDENTS SHOULD **NEVER** REACH UNDER THE BUS TO GET SOMETHING THEY HAVE DROPPED! **ALWAYS GET HELP FROM THE DRIVER! NEVER TOUCH PARTS OF THE BUS EXTERIOR; NEVER TRY TO RIDE THE BUMPER, AND NEVER RACE THE SCHOOL BUS!** You could lose your footing, fall, and be run over by the bus.

▪ **Emergency Situations.** A school bus is actually safer to ride than the family car, but accidents can still happen.

If there is an accident, stop talking. Stay calm and listen to your driver's instructions. Do not touch emergency equipment unless told to do so.

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

▪ **Behavior Expectations While on the Bus:**

1. All school rules apply on the bus.
2. Follow the directions of the driver.
3. Stay seated at all times while the bus is moving.
4. Be courteous; keep hands and feet to yourself.
5. No swearing, rude gestures, teasing, put downs, or excessive noise.
6. No tobacco products of any kind, including lighters or matches. No drugs or alcohol.

The riding of school buses by students is a privilege, not a right. If you choose to not follow the school bus rules, you may lose your bus riding privileges. The CA Education Code provides for school districts to charge for students being transported. See District web site for additional transportation information.

HEALTH

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

Injury or Illness During School Hours. If a student becomes ill or is injured at school, he/she needs to report to the school nurse's office so that necessary assistance can be provided. **Please**

remember to inform the school office of any changes in the information on your child's emergency card. It is essential that we have current information so we can reach parents/guardians in an emergency.

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

1. A **Medication in School form** or similar authorization must be completed by the parent or guardian and physician. Forms are available from the school's health office.
2. All medication administered at school, even if sold over the counter, must be prescribed by a physician.
3. The parent/guardian must provide all medication, including over-the-counter medication, in the original container.
4. All medications are kept locked and accessible only to those persons who administer it. The only exceptions are certain emergency medications or medication a student must carry for an existing medical condition as documented by a physician, such as inhalers for asthma. The same authorization form is required for all medication. (*Education Codes 49422, 49423, 48900*)
5. Any student who is required to take, during the regular school day, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel. Students may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication if the school district received the **Medication in School form**.

Note—Students cannot be in possession of over-the-counter medications, diet pills, or any other form of medication without completing the Medication in School form. Any violation of this will result in disciplinary action.

6. Whenever there is a change in the student's health care provider; change in medication, dosage, or method; a change in date or time in which the medication is to be taken; or any other change in the student's circumstances, the parent/guardian is required to provide the school with a written statement and the reason for changes in administration.
7. The parent/guardian of any student on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or designated school personnel of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent/guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

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

Recent passage of Assembly Bill 354 requires all students in grades 7–12 will need proof of a Tdap (*Tetanus toxoid, reduced diphtheria toxoid, and acellular pertussis vaccine*) booster shot before they will be allowed to start school for 2011–12 school year. The new law affects all students—current, new, and transfers—in all public and private schools.

The law has two phases:

- For the 2011–12 school year, all students entering into grades 7–12 will need proof of a Tdap shot given on or after the 7th birthday before starting school.
- For 2012–13 and future school years, all students entering into grade 7 will need proof of a Tdap shot given on or after the 7th birthday before starting school.

Students with Temporary Disability. A student with a temporary disability which makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable shall receive individual instruction provided by the District in which the student is deemed to reside. The following terms have the following meanings:

1. **Temporary disability** means a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program, and after which the student can reasonably be expected to return to without special intervention. A temporary disability shall not include a disability for which a student is identified as an individual with exceptional needs. (*Education Code 48206.3*)

It shall be the primary responsibility of the parent to notify the school of temporary disabilities. (*Education Code 48208*)

2. **Individual instruction** means instruction provided to an individual student in a hospital or other residential health facility, excluding state hospitals, the student's home, or under other circumstances prescribed by regulations adopted for that purpose by the State Board of Education. A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the student's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. (*Education Code 48207*)

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

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

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

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

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

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

SAFETY

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

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

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

Send, to parents or guardians of all students, annual notification of all pesticide products the school district

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

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

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

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

Notification of pesticide use:

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

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

District/School Emergency Response Plans. Board Policy 0450 dictates that the Board of Trustees perform an annual review of the District and school safety plans by March 1 of each year. A binder containing the District emergency policies and the individual site emergency response plans is available at each school site and the District Office. Parents are invited to review emergency procedures. (*Education Code 32282*)

Lockdown/Evacuation Information. Each school has specific plans in place to keep students and school personnel safe in the event of an emergency during the school day. School officials will be in constant communication with emergency personnel at the scene to assess the level of threat and recommended precautions and safety measures. The following are **guidelines for parents** should an emergency require a lockdown or evacuation:

1. To avoid further confusion and chaos, please do not come to the school site with the intent of picking up your student nor

enter the campus during a crisis. You may be unaware that your presence could cause unintended consequences and expose others to a potentially dangerous situation.

2. Keep phone lines free for purposes of communication from the school district via the automated phone system. You will be notified about the appropriate protocol based on the event. When applicable, parents will be informed of the designated place to pick up their student or whether their student has been bused to a designated location.
3. When appropriate, keep informed of the event by listening to the radio or monitoring the situation on television.
4. Do not speculate and give false information about what has taken place.
5. If you receive information of a threat to the school, notify law enforcement immediately.

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

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

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

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

Registration of Visitors/Outsiders. (*Board Policy and Administrative Regulation 1250*) To ensure minimal interruptions of the instructional program, visits during school hours should be

prearranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time. To ensure the safety of students and to avoid potential disruptions, visitors/outside (as defined in Administrative Regulation 1250) must register immediately upon entering any school building or school grounds when school is in session.

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

<u>TV Stations</u>	<u>Radio Stations</u>
KCRA Channel 3 (NBC)	KFBK AM 1530
KXTV Channel 10 (ABC)	KGBY FM 92.1
KOVR Channel 13 (CBS)	KCCL FM 101.9
KTXL Channel 40 (FOX)	KNCI FM 105.1

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

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

- **Regular Schedule:** Schools will start and dismiss at their usual times. Some buses may be delayed due to ice, snow, or chaining of buses. Students should remain at bus stops until the bus arrives.
- **Alternative Schedule I:** Schools will start at their usual time but will dismiss early. Schools may close early due to heavy snow, no heat, no water in the school, or other emergency condition. A minimum day will be declared after 240 minutes. The State defines 'minimum day' as 240 minutes for comprehensive high schools and 180 minutes for alternative education schools.
- **Alternative Schedule II:** Schools will start 2 hours later than normal. Weather conditions may be improving and school could open on a delayed schedule. Only those schools affected by weather will be on a delayed schedule.
- **Alternative Schedule III:** Schools will start at their usual time. Some bus routes within those schools will run on a 1-hour delay. Only those routes affected by inclement weather will be delayed.
- **School Closure:** When it is found that travel is not safe for students and staff, those affected schools will be closed.

DISTRICT TRANSFERS AND BOUNDARIES

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

Attendance Boundaries. Present attendance boundaries can be obtained by visiting the District web site or by calling the Student Services Office at (530) 622-5081, ext. 7224. Attendance

boundaries have been established for each of the comprehensive school sites—El Dorado High School, Ponderosa High School, Oak Ridge High School, and Union Mine High School.

Students residing within the respective attendance boundary have first priority to attend that school.

Administrative Regulation 5116 provides guidance as to how the residence of a student may be established.

Proof of Residence. If school administration has reason to question the reported residence of the student, they may require, but may not be limited to, all the following:

1. An affidavit regarding residence. (An affidavit is a document signed under legal penalty of perjury that the statement(s) made in the document by the signatory are correct.)
2. Telephone bills
3. Utility bills
4. Mortgage or rent/lease receipt(s) throughout the school year of the reported residence and identifying the reported residents.
5. Confirmation from the Tax Assessor's Office database. A finding of fact may be made regarding the recorded owner of the reported address and the homeowner exemption claim made for property tax purposes.
6. Driver's license address and vehicle license plate number.

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

INTRA-District Open Enrollment. (Board Policy and Administrative Regulation 5116.1) The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall annually identify those schools which may have space available for additional students. Availability of space is defined as a combination of factors, such as the educational and physical capacity of the school, growth patterns in the district, the existing racial and ethnic makeup of the schools, and projected staffing requirements. The Board shall annually review this policy.

No schools will declare open enrollment in the 2011–12 school year.

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

Administrative intradistrict voluntary transfer requests will be accepted for review during the month of January for the following school year. One application will be considered during each application period; multiple applications will not be considered.

INTER-District Transfers. The following policies provide complete information regarding district-to-district transfers:

- Board Policy 5117
- Administrative Regulation 5117
- Education Code 46600-46601

The Governing Board has delegated authority to accept or reject interdistrict transfer requests to the Superintendent and/or designee. School placement within the District will be at the discretion of the EDUHSD administration.

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

ALTERNATIVE EDUCATION SCHOOLS

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

Shenandoah High School opened in fall 2002. This innovative school features a personalized, small-school setting with a low teacher-to-student ratio. Each student develops an individual learning plan centered around a curriculum that integrates school-based learning with work-based learning. Career mentors from the business community will mentor students through an internship program, with the goal of creating an active collaboration between the student and mentor while providing seamless integration of school and real-world learning.

Students will be prepared to pass the California High School Exit Exam and earn a high school diploma. Upon completion of a senior project and portfolio, students will have the opportunity to apply to college, vocational school, or enter the work force directly.

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

Independent Learning Center is an alternative to regular classroom instruction for students under 18 who cannot attend school daily. Under a teacher's supervision, students earn credit by completing course work on their own. It is especially useful to persons who have dropped out of school and are unable to participate in the adult school program.

Community Day School is designed to work with students who have been expelled, are on probation, or have been referred by the County SARB (School Attendance Review Board). The primary program goals are to provide academic instruction and counseling

to help students become successful in our high school district. Students must attend a full school day of 360 instructional minutes. Classroom instruction includes:

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

EDUCATIONAL PROGRAMS

Home and Hospital Instruction is for students temporarily disabled by accident or by physical, mental, or emotional illness. These students may receive individual instruction at home, in a hospital, or at a residential health facility that is within the District's boundaries. Such instruction may be given from 1 to 5 hours a week. Home or hospital instruction shall be provided only when a student is expected to be out of school for 2 weeks or longer. (Refer to Administrative Regulation 6183.)

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

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

Regional Occupational Program (ROP) is a California job training program which is part of the California public school system. The purpose of ROP is to provide marketable skills upon completion of the program. Each program offers practical hands-on job training in a lab setting or in a local business work site. ROP classes are located on high school campuses, college campuses, and in businesses.

High school students must enroll through their high school counselor or Career Center. Sex equity (fairness) is promoted in all ROP courses. Students are encouraged to consider nontraditional roles in the job market.

Other Programs

Refer to the Course Directory for specialized programs, such as AVID (El Dorado High School and Union Mine High School), Health Academy (El Dorado High School), and Agriculture and Animal Science (Ponderosa High School).

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

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

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

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

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

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

MINIMUM AND STAFF DEVELOPMENT DAYS

The following are scheduled minimum days for schools within the District:

2011	2012
August 29	January 9
September 26	February 6
October 24	March 5
November 14	April 16

In addition, schools have Collaboration Days scheduled for which students will be released early (refer to the 2011–12 school calendar on pages 5 and 6 of this booklet). Parents and guardians will be notified of minimum days not yet scheduled within 1 month prior to the scheduled minimum days. (*Education Code 48980(c)*) Early release times for minimum days appear in the *Student Handbook* on the District web site at:

<http://www.eduhsd.net>

Annual Notification of Pesticide Active Ingredients and Expected Pesticide Use

The *Healthy Schools Act of 2000* requires all school districts to provide parents and guardians with written notification of expected pesticide use on school sites. The El Dorado Union High School District intends to use the pesticides listed below at our schools this year on the scheduled dates listed at the bottom of this page. Also, log on to the Internet address <http://www.cdpr.ca.gov> for further information on pesticides and their alternatives

	NAME OF PESTICIDE	METHOD & REASON FOR APPLICATION	ACTIVE INGREDIENTS
1	Monsanto Round-Up	Spray – Weed Control	Isopropylamine Salt of N-Glycine; Salt of Glyphosphate
2	Monsanto Round-Up Pro Max	Spray – Weed Control	Glyphosphate, phosphonomethyl
3	Dow Elanco Turflon Ester	Spray – Selective Herbicide	Trichlopyr Acetic Acid; Butoxy Etyle Ester; Kerosene
4	Weed Impede	Spray – Pre-emergent	Oryzalin; 3,5-DinitroN4; N4-dipropyl-sulfanilamide
5	BEST Dimension 270 G	Granular – Pre-emergent	Dithiopyr
6	Best Turf Supreme Plus Trimec	Granular – Weed and Feed	2,4-Dichlorophenoxyacetic Acid 2-Propionic Acid; Dicamba
7	Ace Flying Insect Killer (11-oz Aerosol)	Spray – Insect Control	Tetramethrin; 3-Phenoxybenzyl cyclopropanecarboxylate
8	Ace Wasp & Hornet Killer (14-oz Aerosol)	Spray – Insect Control	Tralomethrin; d-trans Allethrin
9	Ace Ant, Roach & Spider Killer (14-oz Aerosol)	Spray – Insect Control	Tralomethrin-2,2-dimehtylcyclopropanecarboxylic acid; d-trans Allethrin
10	Ace Foaming Wasp & Hornet Killer	Foam Spray – Insect Control	Tralomethrin; d-trans Allethrin
11	Monterey Weed-Hoe	Spray – Crabgrass Control	Monosodium Acid Methanearsonate
12	Reward	Spray – Aquatic herbicide	Diquat dibromide; dihydroipyrido; pyrazinedium dibromide
13	Monterey Remuda	Spray – Post-Emergent Weed Control	Glyphosate, N-(phosphonomethyl) glycine; isopropylamine salt
14	Nufarm T-Pac E Pro MEC	Spray – Turf Growth Management	Trinexapac-ethyl

In addition, an outside pest control company may be called in on scheduled dates to assist in pesticide application. The following chemicals may be used by the pest control company:

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

2011–12 PESTICIDE APPLICATION SCHEDULE*

All sites will be sprayed as needed on the 1st and 3rd Friday and Saturday of each month. This means that only areas which are in need will be sprayed—not necessarily the entire site. Site staff will post signs identifying the area(s) to be sprayed, the chemical, and the active ingredients at least 24 hours in advance and 72 hours after spraying. The actual dates are:

July 1–2, 15–16	October 7–8, 21–22	January 6–7, 20–21	April 2–7, 20–21
August 5–6, 19–20	November 4–5, 18–25	February 3–4, 17–18	May 4–5, 18–19
September 2–3, 16–17	December 2–3, 16–23	March 2–3, 16–17	June 1–2, 15–16

*In the event of inclement weather or a holiday during the scheduled dates, pesticide application will take place the following Friday and Saturday. 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 2011, 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, District Director of Maintenance and Operations, at:
(530) 622-0140

REQUEST FOR NOTIFICATION OF PESTICIDE APPLICATION SCHEDULE CHANGES

School site (✓ appropriate site):

- | | | |
|--|---|--|
| <input type="radio"/> El Dorado High School | <input type="radio"/> Vista High School | <input type="radio"/> Community Day School |
| <input type="radio"/> Independence High School | <input type="radio"/> Independent Learning Center | <input type="radio"/> |
| <input type="radio"/> Oak Ridge High School | <input type="radio"/> Ponderosa High School | <input type="radio"/> |
| <input type="radio"/> Union Mine High School | <input type="radio"/> Mountain View High School | <input type="radio"/> 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 or
Vista High School
Attn: Michelle Hennig
561 Canal Street
Placerville CA 95667

Oak Ridge High School
Attn: Kathy Botkin
1120 Harvard Way
El Dorado Hills CA 95762

Shenandoah High School
Attn: Patty Braun
6540 Koki Lane
El Dorado CA 95623

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

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

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

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

EL DORADO UNION HIGH SCHOOL DISTRICT

**APPLICATION FOR FREE AND REDUCED-PRICE MEALS
FOR SCHOOL YEAR 2011-12**

Please complete the attached application, sign the application, and **return it to your child's school OR to: Kelly Parker, El Dorado Union High School District, 4675 Missouri Flat Road, Placerville, CA 95667.** For additional instructions, refer to the *Letter to Households* that is attached to this form. This application cannot be processed without the following information:

- The name of the child or children for whom you are applying for free or reduced-price benefits
- The names and income of all other household members
- The signature of the child's or children's parent or guardian
- The Social Security number of the person who signed the application. If the person signing the application does not have a Social Security number, write "none" in the space provided.

ALL HOUSEHOLDS — READ THIS SECTION:

California Education Code Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas or any other means.

Privacy Act Statement: National School Lunch Act (Section 9) requires that, unless your child's Food Stamp, CalWORKs, KinGAP, or FDPIR case number is provided, you must include the Social Security number of the adult household member signing the application or indicate that the household member signing the application does not have a Social Security number. Provision of a Social Security number is not mandatory, but the application cannot be approved if a Social Security number is not provided or an indication is not made that the signer does not have such a number. The Social Security number may be used to identify the household member in carrying out efforts to verify correct information provided on the application. These verification efforts may be carried out through program reviews, audits, and investigations; and may include contacting employers to determine income, contacting the State's Employment Development Department or local welfare offices to determine the amount of benefits received, and checking the documentation produced by household members to prove the amount of income received. Reporting incorrect information may result in loss or reduction of the household's program benefits, or in administrative claims and/or legal actions against household members.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD).
USDA is an equal opportunity provider and employer.

EL DORADO UNION HIGH SCHOOL DISTRICT
LETTER TO HOUSEHOLDS ABOUT THE NATIONAL SCHOOL LUNCH PROGRAM
and SCHOOL BREAKFAST PROGRAM FOR 2011-12 SCHOOL YEAR

Dear Parent or Guardian:

The El Dorado Union High School District takes part in the National School Lunch and/or School Breakfast Programs. Meals are served every school day. Students may buy lunch for \$2.75 and/or breakfast for \$1.75. Eligible students may receive meals free or at a reduced price of \$0.40 for lunch and/or \$0.30 for breakfast.

- If you now receive Food Stamp, California Work Opportunity and Responsibility to Kids (CalWORKs), Kinship Guardianship Assistance Payments (KinGAP), or Food Distribution Program on Indian Reservations (FDPIR) benefits, your child may receive free meals.
- If your total household income is the same or less than the amounts on the income scale below, your child may receive meals free or at a reduced price. "Household" means a group of related or nonrelated individuals who are living as one economic unit and sharing living expenses. "Living expenses" include rent, clothes, food, doctor bills, and utility bills.
- A foster care child who is the legal responsibility of the welfare agency or ward of the court may be eligible to receive meals free or at a reduced price regardless of your income. **Foster children must have a separate application from other children in your household**, and their eligibility is based on their "Personal Use Income."

HOW TO APPLY

Complete and sign the attached *Application for Free and Reduced-Price Meals*, and return it as soon as possible to the school or to:

Kelly Parker
El Dorado Union High School District
4675 Missouri Flat Road
Placerville, CA 95667

The application cannot be approved and may be returned if it contains incomplete eligibility information.

FOOD STAMP, CalWORKs, KinGAP, and FDPIR HOUSEHOLDS—If now receive Food Stamp, CalWORKs, KinGAP, or FDPIR benefits for your child(ren), list each child's name and your Food Stamp, CalWORKs, KinGAP, or FDPIR case number. **AN ADULT HOUSEHOLD MEMBER MUST SIGN THE APPLICATION.**

FOSTER CARE CHILDREN or CHILDREN PLACED IN OUT-OF-HOME CARE—Complete a separate application for each child who is the legal responsibility of the welfare agency or is a ward of the court. Write the name of the child and the specific school the child attends. If the child receives personal-use income, list the amount of income. Personal-use income is (a) money given by the welfare office identified by category for the child's personal use, such as clothing, school fees, and allowances; and (b) all other money the child receives, such as money from family and earnings from full-time or regular part-time employment. **THE FOSTER PARENT OR AGENCY OFFICIAL MUST SIGN THE APPLICATION.**

ALL OTHER INCOME HOUSEHOLDS (wages, salary, pensions, etc.)—If you **do not** enter a Food Stamp, CalWORKs, KinGAP, or FDPIR case number for **each** student listed on the application, you must enter (go to next column):

- The names of all school-age children in your household and the school(s) they attend.
- The names of all other children in your household who do not attend school.
- The names of all adults and other household members, the amount each person received last month, and the source of income.
- The Social Security number of the adult household member who signs the application or indicate "none" if the adult does not have a Social Security number.

An application must be completed, with all household members and incomes listed, for a child who is living with relatives or friends, whether or not the child is a ward of the court.

An adult household member must sign the application.

INCOME ELIGIBILITY GUIDELINES*

July 1, 2011 – June 30, 2012

HOUSEHOLD SIZE	YEAR	MONTH	TWICE PER MONTH	EVERY 2 WEEKS	WEEK
1*	\$20,147	\$ 1,679	\$ 840	\$ 775	\$ 388
2	27,214	2,268	1,134	1,047	524
3	34,281	2,857	1,429	1,319	660
4	41,348	3,446	1,723	1,591	796
5	48,415	4,035	2,018	1,863	932
6	55,482	4,624	2,312	2,134	1,067
7	62,549	5,213	2,607	2,406	1,203
8	69,616	5,802	2,901	2,678	1,339

For **each** additional household member add:
 \$ 7,067 \$ 589 \$ 295 \$ 272 \$ 136

* A household of one means a foster child, a child in out-of-home care, or a pupil who is his/her sole support.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

CURRENT INCOME—The amount of income each household member received **last month**, before taxes or anything else is taken out, **and** where it came from, such as earnings, welfare, pensions, and other income. If any amount **last month** was more or less than usual, write the usual monthly income or project the annual income. To figure monthly income: Weekly x 4.33; every two weeks x 2.15; twice a month x 2.

INCOME TO REPORT

<p style="text-align: center;"><u>EARNINGS FROM WORK</u></p> <p>Wages, salaries and tips, strike benefits, unemployment compensation, workers' compensation, net income from self-owned business or farm.</p>	<p style="text-align: center;"><u>WELFARE CHILD SUPPORT ALIMONY</u></p> <p>Public assistance payments, welfare payments, alimony, and child support payments.</p>	<p style="text-align: center;"><u>PENSIONS RETIREMENT SOCIAL SECURITY</u></p> <p>Pensions, supplemental security income, retirement payments, Social Security Income (SSI) (including SSI a child receives).</p>	<p style="text-align: center;"><u>OTHER INCOME</u></p> <p>Disability benefits; cash withdrawn from savings; interest and dividends; income from estates, trusts, and investments; regular contributions from persons not living in the household; net royalties and annuities; net rental income; any other income.</p>
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FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)—Households participating in the FDPIR are categorically eligible for free meals or milk. The FDPIR is authorized by Section 4(b) of the Food Stamp Act of 1977. Under this section, eligible households may elect to participate in either the Food Stamp Program **or** the FDPIR. Since households are afforded the option to participate in either program, FDPIR households have been determined to receive the same categorical benefits as Food Stamp households.

SOCIAL SECURITY NUMBER—The application must have the social security number of the adult who signs it. If the adult does not have a Social Security number, write "none" or something else to show that the adult does not have a Social Security number. If a Food Stamp, CalWORKs, KinGAP, or FDPIR case number for the child is listed, or if the application is for a foster child, a Social Security number is not required.

APPLYING FOR BENEFITS—You may apply for benefits at any time during the school year. If you are not eligible now but your income goes down, you lose your job, your family size becomes larger, or you become eligible for Food Stamp, CalWORKs, KinGAP, or FDPIR benefits, you may submit an application at that time.

VERIFICATION—School officials may check the information on the application at any time during the school year. You may be asked to send information to prove your income, or current eligibility for Food Stamp, CalWORKs, KinGAP, or FDPIR benefits. Refer to the application for more detailed explanation.

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

WIC PARTICIPANTS—If you currently receive benefits under the Special Supplemental Nutrition Program for Women, Infants, and Children (better known as the WIC Program), your child may be eligible for free or reduced-price meals. You are encouraged to complete an application and return it to the school for processing.

NONDISCRIMINATION—Children who receive free or reduced-priced meals must be treated in the same manner as those children who pay full price for their meals.

FAIR HEARING—If you do not agree with the school's decision regarding your application or the result of verification, you may discuss it with the school. You also have the right to a fair hearing. A fair hearing may be requested by calling or writing the following school official:

NAME: Baldev Johal,
Associate Superintendent—Business Services
ADDRESS: 4675 Missouri Flat Road
Placerville, CA 95667
TELEPHONE: (530) 622-5081, ext. 7227

CONFIDENTIALITY—Family size, household income, and Social Security number information will remain confidential and will not be shared for any purpose. Information you provide will determine your child(ren)'s eligibility to receive free or reduced-price meals.

If you have any questions or need assistance in completing the application, please contact:

NAME: Kelly Parker, Secretary
ADDRESS: 4675 Missouri Flat Road
Placerville, CA 95667
TELEPHONE: (530) 622-5081, ext. 7234

You will be notified by letter when your application has been approved or denied for free or reduced-price meals.

Sincerely,



CHRISTOPHER HOFFMAN, SUPERINTENDENT

EL DORADO UNION HIGH SCHOOL DISTRICT

CARTA A LOS HOGARES SOBRE EL PROGRAMA DE ALMUERZO ESCOLAR NACIONAL Y EL PROGRAMA DE DESAYUNO ESCOLAR PARA 2011-12

Estimado Padre o Tutor:

El Distrito de El Dorado Union High School toma parte en el Programa de Almuerzo Escolar Nacional y/o en el Programa de Desayuno Escolar. Comidas están servidas los días de escuela. Estudiantes pueden comprar el almuerzo por \$2.75 y el desayuno por \$1.75. Estudiantes elegibles pueden recibir comidas gratis o a precio reducido de \$0.40 para el almuerzo y \$0.30 para el desayuno.

- Si usted ahora recibe beneficios de estampillas para comida, Programa de California de Oportunidades de Trabajo y Responsabilidad Hacia Los Niños (CalWORKS), Kinship Guardianship Assistance Payments (KinGAP), o del Programa de Distribución de Alimentos en Reservas Indígenas (FDPIR), su niño puede recibir comidas gratis.
- Si el total de los ingresos de su hogar es igual o menos del nivel indicado en las escala de ingresos abajo, su niño puede recibir comidas gratis o a precios reducidos. Hogar significa un grupo de parientes o no parientes, individuos viviendo como una unidad económica y que comparten los gastos de subsistencia. Gastos de vivienda incluye renta, ropa, comida, gastos médicos y gastos de utilidades.
- Un niño adoptivo (foster) que esta bajo la responsabilidad legal de la agencia de asistencia publica o de la corte puede recibir comidas gratis o a precio reducidos sin tomar en cuenta los ingresos del hogar.

COMO APLICAR

Para solicitar comidas gratis o a precios reducidos para su niño(s), llene la adjunta *Solicitud para Comidas Escolares Gratis y a Precios Reducidos*, firmela, y regrésela a la escuela o a: **Kelly Parker, El Dorado Union High School District, 4675 Missouri Flat Road, Placerville, CA 95667** lo más pronto posible. La solicitud no puede ser aprobada al menos qu contenga información completa sobre la elegibilidad.

HOGARES QUE PARTICIPAN EN EL PROGRAMA DE ESTAMPILLAS PARA COMIDA, CalWORKs, KinGAP, o FDPIR—Si ahora recibe beneficios de estampillas para comida, CalWORKs, o FDPIR para su niño(s), escriba el nombre de cada niño y él número del caso de las estampillas para comida, CalWORKS, KinGAP, o FDPIR. **UN MIEMBRO ADULTO DEL HOGAR TIENE QUE FIRMAR LA SOLICITUD EN LA SECCIÓN C.**

NIÑOS ADOPTIVOS (FOSTER) O INSTITUCIONALIZADOS—Utilice una solicitud por cada niño adoptivo (foster) o institucionalizado que está bajo la responsabilidad legal de la agencia de asistencia publica o de la corte.

Escriba el nombre del niño adoptivo (foster) o institucionalizado y la escuela particular que el niño atiende. Si el niño adoptivo (foster) or institucionalizado recibe ingreso para uso personal, apunte la cantidad del ingreso. "Ingreso para uso personal" es (a) dinero recibido de la oficina de asistencia publica identificado por categoría para el uso personal del niño, tal como ropa, cobros de escuela, y otras cantidades permitidas; y (b) cualquier otro dinero qu el niño recibe, tal como dinero de su familia y dinero que proviene del trabajo del niño, ya sea el trabajo de tiempo completo o de tiempo parcial regular.

El padre adoptivo o un oficial de la agencia tiene que firmar la solicitud en la **Sección C.**

Llene la Sección A, "ingreso de hogar" con todos los miembros y ingresos del hogar escritos, si un niño vive con parientes o amigos y aunque este bajo la responsabilidad legal de la corte.

HOGARES DE TODO OTRO TIPO DE INGRESOS (Sueldos, salarios, pensiones, etc.)—Si **no** indica un numero de caso para estampillas para comida, CalWORKs, KinGAP, o FDPIR para **cada** estudiante en la solicitud, tiene que hacer lo siguiente:

- Escriba los nombres de todos los niños y las escuelas que atienden.
- Escriba los nombres de los otros niños quienes no atienden a ninguna escuela.
- Escriba los nombres de todos los adultos (21 años o mayores) y otros miembros del hogar, la cantidad que cada uno recibió el mes pasado, y el origen del ingreso.
- Escriba él numero de seguro social del miembro adulto del hogar quien firma la solicitud o la palabra "ninguno" si el adulto no tiene un numero de seguro social.

Un miembro adulto del hogar tiene que firmar la solicitud.

GUÍA DE INGRESOS ELEGIBLES*					
1 de Julio de 2011 - 30 de Junio de 2012					
PERSONAS EN HOGAR	ANUAL	MENSUAL	QUINCENAL	CADA DOS SEMANAS	SEMANAL
1*	\$ 20,147	\$ 1,679	\$ 840	\$ 775	\$ 388
2	27,214	2,268	1,134	1,047	524
3	34,281	2,857	1,429	1,319	660
4	41,348	3,446	1,723	1,591	796
5	48,415	4,035	2,018	1,863	932
6	55,482	4,624	2,312	2,134	1,067
7	62,549	5,213	2,607	2,406	1,203
8	69,616	5,802	2,901	2,678	1,339
Para cada miembro adicional del hogar añade:					
	+ \$ 7,067	+ \$ 589	+ \$ 295	+ \$ 272	+ \$ 136

* Un hogar de una sola persona consiste de uno niño adoptivo, un niño institucionalizado, o un estudiante que se sostiene a sí mismo.

De acuerdo a lo establecido por las leyes Federales y el departamento de Agricultura de los EE.UU. (USDA-siglas en inglés), prohíbe a esta organización la discriminación por raza, color, origen nacional, sexo, edad, o impedimentos de las personas.

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, o llame al (202) 720-5964 (voz y TDD).I USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

INGRESO ACTUAL— La cantidad de ingresos que cada miembro del hogar recibió el **mes pasado**, antes de deducciones, el origen de los ingresos, tal como salarios/sueldos, asistencia pública, pensiones, y otros ingresos. Si alguna cantidad del **mes pasado** era más o menos que lo normal, escriba la cantidad mensual normal o proyecte el ingreso anual. Para calcular el ingreso mensual; semanal x 4.33; cada dos semanas x 2.15; dos veces al mes x 2.

INGRESOS PARA REPORTAR

INGRESOS DE TRABAJO

Sueldos/Salarios/Propinas, Beneficios de Huelgas, Compensación de Desempleo, Compensación de Trabajadores, Ingreso neto de negocio propio o rancho

ASISTENCIA PÚBLICA, AYUDA ECONÓMICA PARA NIÑOS, ASISTENCIA DE DIVORCIO

Pagos de Ayuda Pública, Asistencia de Divorcio/Ayuda Económica Para Niños

PENSIONES JUBILACIÓN SEGURO SOCIAL

Pensiones, Ingreso Complementario de Seguro, Pagos de Jubilación, Seguro Social

OTROS INGRESOS

Beneficios de discapacidad, Dinero sacado de la cuenta de ahorros, Intereses/Dividendos, Ingresos de Herencia/Fideicomiso/Inversiones, Contribuciones regulares de personas que no viven en el hogar, Ingresos netos de derechos de autor, anualidades, alquileres, o cualquier otro ingreso

PROGRAMA DE DISTRIBUCIÓN DE ALIMENTOS EN RESERVAS INDÍGENAS (FDPIR)

Hogares que participan en el FDPIR ahora son categóricamente elegibles para recibir comidas o leche gratis. EL FDPIR esta autorizado por la Sección 4(b) del Acta de Estampillas de Comida de 1977. Bajo esta sección, hogares elegibles pueden optar por participar en el programa de estampillas para comida o en el FDPIR. Como los hogares tienen la opción de participar en cualquiera de los dos programas, hogares de FDPIR han sido determinados de recibir los mismos beneficios categóricos que los hogares que reciben estampillas para comida.

NUMERO DE SEGURO SOCIAL—La solicitud tiene que tener el numero de seguro social del adulto que firma. Si el adulto no tiene un numero de seguro social, escriba "ninguno" o alguna otra cosa para indicar que el adulto no tiene un numero de seguro social. Si anotó un numero de caso de estampillas para comida, CalWORKs, KinGAP, o FDPIR para el niño, o si la solicitud es para un niño adoptivo (foster), un numero de seguro social no es necesario.

SOLICITANDO BENEFICIOS—Puede solicitar beneficios cuando quiera durante el año escolar. Si no esta elegible ahora y su ingreso baja, pierde su trabajo, o el numero de personas en su hogar aumenta, entonces puede llenar otra solicitud.

VERIFICACIÓN—La información en la solicitud puede ser comprobada por oficiales de la escuela en cualquier momento durante el año escolar. Se le puede pedir comprobantes de su ingreso, o elegibilidad actual para estampillas para comida, CalWORKs, KinGAP, o FDPIR. Refiérase a la solicitud para una explicación más detallada.

COMIDAS PARA INCAPACITADOS (PERSONAS CON LIMITACIONES)—Si piensa que su niño requiere una dieta especial o necesita sustituir algún alimento o modificar la textura de alguna comida a causa de una incapacidad o impedimento, favor de ponerse en contacto con la escuela. Un niño con una discapacidad o limitación tiene derecho a una comida especial sin precio adicional si la discapacidad le impide al niño comer la comida regular de la escuela.

SIN DESCRIMINACIÓN—Niños que reciben comida gratis o a precios reducidos tienen que ser tratados en la misma manera que los niños que pagan precio completo por su comidas.

AUDIENCIA IMPARCIAL—Si no está de acuerdo con la decisión de la escuela con respecto a su solicitud o con el resultado de la verificación, puede discutirlo con la escuela. Usted también tiene el derecho a una audiencia imparcial. Una audiencia imparcial se puede solicitar llamando or escribiendo al siguiente oficial escolar:

NOMBRE: Baldev Johal
Assoc. Superintendent—Business Services
DOMICILIO: 4675 Missouri Flat Road
Placerville, CA 95667
TELÉFONO: (530) 622-5081, ext. 7227

CONFIDENCIALIDAD—Información sobre el numero de personas en la familia, los ingresos del hogar, y el numero de seguro social permanecerá confidencial y no se divulgara por ningún motivo. La información que usted provee determinara la elegibilidad de su niño(s) para recibir comidas gratis o a precios reducidos y para verificar la elegibilidad.

Si tiene alguna pregunta o necesita ayuda en llenar la solicitud, favor de ponerse en contacto con:

NOMBRE: Kelly Parker, Secretary
DOMICILIO: 4675 Missouri Flat Road
Placerville, CA 95667
TELÉFONO: (530) 622-5081, ext. 7234

La escuela le avisara cuando su solicitud sea aprobada o negada para comidas gratis o a precios reducidos.

Sinceramente,



CHRISTOPHER HOFFMAN, SUPERINTENDENT

**EL DORADO UNION HIGH SCHOOL DISTRICT
2011-12 APPLICATION for FREE and REDUCED PRICE MEALS**

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

SECTION A: HOUSEHOLDS RECEIVING FOOD STAMPS, CalWORKS, KinGAP, AND/OR FDPIR BENEFITS

1. List your children that **receive** the above-mentioned benefits and their case number(s):

LAST NAME	FIRST NAME	SCHOOL / GRADE	CASE NUMBER
		/	
		/	
		/	
		/	

2. If you **do not** receive Food Stamp, CalWORKS, KinGAP, or FDPIR benefits for **each** child in your household, go to Section B. **Otherwise sign the application in SECTION C.**

Foster Child: In some cases, foster children are eligible for free or reduced-price meals or free milk regardless of the household's income. If you have foster children living with you and you wish to apply for such meals or milk for them, please contact your school's food administrator.

SECTION B: HOUSEHOLDS NOT RECEIVING FOOD STAMPS, CalWORKS, KinGAP, or FDPIR

1. Is this application for a **FOSTER CHILD**? ___Yes ___No School/Grade _____ / _____
If **Yes**, write the child's name and personal income, then date and sign the application.

FOSTER CHILD'S Name _____ Income \$ _____

2. List the names of the school children in your household who **do not receive** Food Stamps, CalWORKS, KinGAP, or FDPIR benefits.

LAST NAME	FIRST NAME	SCHOOL / GRADE	INCOME
		/	
		/	
		/	
		/	

3. List the names of other children in the household who are **not in school**:

LAST NAME	FIRST NAME	LAST NAME	FIRST NAME

SECTION C: ADULT HOUSEHOLD MEMBERS

List **all** adult household members, regardless of income. Indicate amount and source of **monthly income each household member received last month**. If amount(s) last month was more or less than usual, enter the usual monthly income. *Do not complete this section if a Food Stamp, CalWORKS, KinGAP, or FDPIR case number is provided for each child listed in Section A.*

LAST NAME	FIRST NAME	GROSS EARNINGS FROM WORK (BEFORE DEDUCTIONS) INCLUDE ALL JOBS	PENSION, RETIREMENT, SOCIAL SECURITY	WELFARE BENEFITS, CHILD SUPPORT, ALIMONY PAYMENTS	ANY OTHER MONTHLY INCOME	FOR SCHOOL USE ONLY TOTAL MONTHLY INCOME
1.		\$	\$	\$	\$	
2.		\$	\$	\$	\$	
3.		\$	\$	\$	\$	
4.		\$	\$	\$	\$	

FOR SCHOOL USE ONLY – ELIGIBILITY DETERMINATION		2ND REVIEW:	
HOUSEHOLD SIZE:	HOUSEHOLD INCOME:	DIRECT CERTIFIED AS H M R	
FREE:	REDUCED-PRICE:	DENIED:	EP <input type="checkbox"/>
TEMPORARY FREE UNTIL (45 calendar days from date of determination):			
DETERMINING OFFICIAL:		DATE:	
VERIFICATION OFFICIAL:		DATE:	FOLLOWUP:

California Education Code Section 49557(a). Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

Privacy Act Statement: National School Lunch Act (Section 9) requires that, unless your child's Food Stamp, CalWORKS, KinGAP, or FDPIR case number is provided, you must include the Social Security number of the adult household member signing the application or indicate that the household member signing the application does not have a Social Security number. Provision of a Social Security number is not mandatory, but the application cannot be approved if a Social Security number is not provided or an indication is not made that the signer does not have such a number. The Social Security number may be used to identify the household member in carrying out efforts to verify correct information provided on the application. These verification efforts may be carried out through program reviews, audits, and investigations; and may include contacting employers to determine income, contacting the State's Employment Development Department or local welfare offices to determine the amount of benefits received, and checking the documentation produced by household members to prove the amount of income received. Reporting incorrect information may result in loss or reduction of the household's program benefits, or in administrative claims of legal actions against household members.

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

<u>SIGNATURE OF ADULT HOUSEHOLD MEMBER COMPLETING THIS FORM</u>		<u>SOCIAL SECURITY NUMBER (WRITE "NONE" IF N/A)</u>	
PRINT NAME OF ADULT SIGNING THIS APPLICATION		DATE	
MAILING ADDRESS			
CITY		ZIP CODE	
HOME TELEPHONE		WORK TELEPHONE	

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

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

**EL DORADO UNION HIGH SCHOOL DISTRICT
SOLICITUD PARA COMIDAS ESCOLARES GRATIS Y
A PRECIOS REDUCIDOS EN EL AÑO 2011-12**

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

SECCIÓN A: Solamente hogares que reciben Estampillas para Comida, Beneficio de CalWORKS, Kinship Guardian Assistance Payments (KinGAP), o participan en el Programa de Distribución de Alimentos en Reservas Indígenas (FDPIR).

1. Escriba los nombres de los niños que reciben Estampillas para Comida, beneficios de CalWORKS, KinGAP, o FDPIR:

APELLIDO	NOMBRE PRIMERO	ESCUELA	GRADO

2. Escriba el número del caso de Estampillas para Comida, CalWORKS, KinGAP, o FDPIR.

ESTAMPILLAS	PARA COMIDA	CalWORKS	KinGAP	FDPIR

3. Siga con la Sección B si no recibe Estampillas para Comida, CalWORKS, KinGAP, o FDPIR para cada niño en su hogar. Si no, firme la solicitud en la Sección C.

SECCIÓN B: Para los demás hogares. Un niño adoptivo (foster) que esta bajo la responsabilidad legal de la agencia de welfare o corte puede recibir comida gratis o a precios reducidos sin tomar en cuenta sus ingresos.

1. Es esta solicitud para un **NIÑO ADOPTIVO (FOSTER)**? Si No Escuela/Grado _____/_____
Si la respuesta es si, escriba para cada niño adoptivo (foster) el nombre del niño y la cantidad del "ingreso personal" que el niño recibe cada mes:

NIÑO ADOPTIVO NOMBRE _____ Ingreso \$ _____

2. Escriba los nombres de los niños en su hogar que están en la escuela y que **no** reciben Estampillas para Comida, CalWORKS, KinGAP, o FDPIR.

APELLIDO	PRIMER NOMBRE	ESCUELA	GRADO

3. Escriba los nombres de los niños en su hogar que **no están en la escuela**:

APELLIDO	PRIMER NOMBRE	APELLIDO	PRIMER NOMBRE

SECCIÓN C: Todos los hogares haciendo solicitud lean esto y firmen abajo. Escriba los nombres de todos los miembros adultos del hogar y indique la cantidad y el origen del ingreso que cada miembro recibió el mes pasado. Si esto no refleja correctamente su ingreso mensual, proyecte su ingreso mensual normal. *No llene esta sección si tiene para cada niño de la sección el número del caso de Estampillas para Comida, CalWORKS, KinGAP, or FDPIR. Firme la solicitud en la Sección C.*

APELLIDO	PRIMER NOMBRE	SUELDOS DE TRABAJO (ANTES DE LAS DEDUCCIONES) INCLUYA TODOS LOS TRABAJOS	PENSIONES, JUBILACIÓN, SEGURO SOCIAL	BENEFICIOS DE WELFARE, O AYUDA ECONÓMICA PARA NIÑOS, ASISTENCIA DE DIVORCIO	CUALQUIER OTRO INGRESO	FOR SCHOOL USE ONLY PARA USO DE LA ESCUELA SOLAMENTE TOTAL MONTHLY INCOME
1.		\$	\$	\$	\$	
2.		\$	\$	\$	\$	
3.		\$	\$	\$	\$	
4.		\$	\$	\$	\$	

Esta institución es un proveedor igual de la oportunidad

PARA USO DE LA ESCUELA SOLAMENTE – FOR SCHOOL USE ONLY		2ND REVIEW:	
HOUSEHOLD SIZE:	HOUSEHOLD INCOME:	DIRECT CERTIFIED AS	H M R
FREE:	REDUCED-PRICE:	DENIED:	EP <input type="checkbox"/>
TEMPORARY FREE UNTIL (45 calendar days from date of determination):			
DETERMINING OFFICIAL:		DATE:	
VERIFICATION OFFICIAL:		DATE:	
		FOLLOWUP:	

Sección 49557(a) del Código de Educación de California. Usted puede someter una solicitud para las comidas gratis o a precios reducidos puede ser entregada en cualquier momento durante el día escolar. A los niños que participan en el Programa Nacional de Alimentos Escolares, no se les distinguirá con el uso de fichas especiales, boletos especiales, filas especiales de servicio, entradas separadas, comedores separados, o otra forma de discriminación.

Programa Nacional de Alimentos Escolares de la Ley Federal (Sección 9) requiere que Ud., al menos que anote el número del caso de Estampillas de Comida, CalWORKS, KinGAP, o FDPIR de su hijo(s), tiene que incluir el número del Seguro Social del adulto miembro del hogar que firma la solicitud o indicar que el miembro del hogar firmando la solicitud no tiene un número del Seguro Social. No es obligatorio dar el número del Seguro Social, pero si no se proporciona un número del Seguro Social o no se indica que el que firma no tiene tal número, la solicitud no puede ser aprobada. El número del Seguro Social puede ser usado para identificar al miembro del hogar para luego poder verificar la información indicada en la solicitud. Estos esfuerzos de verificación pueden ser realizados por medio de revisión del programa, comprobación de recibos y cuentas, e investigaciones; y pueden incluir contacto con patronos para determinar ingreso, contacto con la Oficina de Desarrollo de Empleos del Estado (State's Employment Development Department) o agencias locales de asistencia social para determinar la cantidad de beneficios recibidos, y para revisar la documentación producida por los miembros del hogar para luego comprobar la cantidad de ingreso recibido. Proporcionar información incorrecta pueda resultar en pérdida o reducción de beneficios, reclamo de administración y/o acciones legales en contra de miembros del hogar.

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

FIRMA DE MIEMBRO ADULTO DEL HOGAR QUIEN LLENA ESTA FORMA	ESCRIBA SU NUMERO DE SEGURO SOCIAL (SS#) AQUI, O ESCRIBA (NONE) SI USTED NO TIENE UNO
ESCRIBA CON LETRAS DE MOLDE EL NOMBRE DEL ADULTO QUE FIRMA ESTA APLICACIÓN	FECHA
DOMICILIO	
CIUDAD	CÓDIGO POSTAL
TELÉFONO DEL HOGAR	TELÉFONO DEL TRABAJO
TOTAL NÚMERO DE ADULTOS Y NIÑOS DEL HOGAR	

SECCIÓN D: Identidades Étnicas Y Raciales de Niños (opcional)

1. Apunte uno o mas identidades raciales:
 - Indigeno Americano o Nativo Alaska
 - Asiático
 - Negro o Africano Americano
 - Hawaiano Nativo o otro Islajero Pacificos
 - Blanco
2. Apunte un identidad etnico: De origen Latino o Hispánico No de origen Latino o Hispánico

2011–12 Bus Passes

RATES

PASS TYPE	FULL YEAR		SEMESTER 1		SEMESTER 2	
	REGULAR PRICE	EARLY BIRD DISCOUNT	REGULAR PRICE	EARLY BIRD DISCOUNT	REGULAR PRICE	EARLY BIRD DISCOUNT
Round Trip	\$220	\$210 DISCOUNT EXPIRES AFTER 7/29/11	\$110	\$105 DISCOUNT EXPIRES AFTER 7/29/11	\$110	\$105 DISCOUNT EXPIRES AFTER 7/29/11
Morning Only	\$160	NOT APPLICABLE	\$ 80	NOT APPLICABLE	\$ 80	NOT APPLICABLE
Afternoon Only	\$160		\$ 80		\$ 80	
Occasional Rider	\$20/sheet of 10 one-way tickets (or \$2 each). Tickets are nonrefundable and subject to seat availability. Tickets expire 5/25/11.					

Multiple Student Discounts: (EXPIRES 10/7/11) The following discounts are offered to families purchasing more than one bus pass for EDUHSD schools and/or any of its feeder school in El Dorado County. Multiple Students Discounts apply only to full year round trip purchases. Not available on-line.

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

Bus Sticker Replacement: \$5 for a lost or destroyed bus sticker

HOW TO PURCHASE

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

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

EDUHSD Bus Fees,
4675 Missouri Flat Road, Placerville, CA 95667

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

HOW TO APPLY FOR FREE/REDUCED PRICE BUS PASS

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

Step 1: Complete Parts 1, 2, and 3 of the Bus Fee Application.

Step 2: Provide current proof of income for every person residing in the home.

Acceptable Income Documentation:

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

Step 3: Mail or deliver the completed application with proof of income to the address above. You may experience a long wait time if delivering the application in person during peak sales months of July, August, December, and January.

Applications will not be processed without proof of income.

Pases para el Autobús 2011–12

PRECIOS

TIPO DE PASE	FULL YEAR		SEMESTRE 1		SEMESTRE 2	
	PRECIO NORMAL	DESCUENTO	PRECIO NORMAL	DESCUENTO	PRECIO NORMAL	DESCUENTO
Ida y Vuelta	\$220	\$210 DESCUENTO TERMINA DESPUÉS DEL 7/29/11	\$110	\$105 DESCUENTO TERMINA DESPUÉS DEL 7/29/11	\$110	\$105 DESCUENTO TERMINA DESPUÉS DEL 7/29/11
Mañana Solamente	\$160	NO SE APLICA	\$ 80	NO SE APLICA	\$ 80	NO SE APLICA
Tarde Solamente	\$160		\$ 80		\$ 80	
Pasajero Ocasional	\$20/hoja de 10 boletos (o \$2 cada uno). Boletos no son reembolsables y sujetos a accesibilidad de asientos. Boletos se vencen después del 5/25/11.					

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

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

Reemplazo de Etiqueta: \$5 por una etiqueta de autobús perdida o destruida

COMO COMPRAR

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

Por Correo: Al comprar por correo, asegúrese de incluir el nombre del alumno, fecha de nacimiento, escuela de asistencia, y tipo de pase que está comprando. Envíalo a:

EDUHSD Bus Fees
4675 Missouri Flat Road, Placerville, CA 95667

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

COMO APLICAR PARA PASE DE AUTOBUS GRATIS/DE PRECIO REDUCIDO

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

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

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

Documentos Aceptables de Ingreso:

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

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

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

2011-12 BUS FEE APPLICATION

Complete ALL applicable parts of the application.

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


▶ PART 1 – HIGH SCHOOL STUDENT INFORMATION					<input type="checkbox"/> \$20 SHEET OF 10 OCCASIONAL RIDER TICKETS			THIS COLUMN FOR OFFICE USE ONLY		
HIGH SCHOOL EDHS, ORHS, PHS, UMHS, IHS, SHS, CDS, VHS, MVHS	STUDENT NAME			GRADE	ROUND TRIP			ONE WAY	STICKER #	REPLACEMENT STICKER #
	LAST	FIRST	M.I.		FULL YEAR \$210 by 7/29/11 \$220 after 7/29/11	SEMESTER 1 \$105 by 7/29/11 \$110 after 7/29/11	SEMESTER 2 \$105 by 12/30/11 \$110 after 12/30/11	\$80 /Semester \$160 Full Year		
1					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	S1 S2	S1 S2
2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	S1 S2	S1 S2
3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	S1 S2	S1 S2

▶ PART 2 – PARENT/GUARDIAN INFORMATION					
PARENT / GUARDIAN NAME		HOME PHONE	CELL PHONE	WORK PHONE	E-MAIL ADDRESS
MAILING ADDRESS			CITY	ZIP	BEST WAY TO CONTACT YOU: <input type="checkbox"/> HOME PHONE <input type="checkbox"/> E-MAIL <input type="checkbox"/> WORK PHONE <input type="checkbox"/> CELL PHONE <input type="checkbox"/> BY MAIL
PHYSICAL ADDRESS (IF DIFFERENT FROM ABOVE)			CITY	ZIP	

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

HOUSEHOLD INCOME VERIFICATION LIST THE NAME OF ALL PERSONS LIVING WITHIN YOUR HOUSEHOLD, THEIR AGE, GROSS INCOME, AND ALL OTHER INCOME SOURCES.		
LAST NAME – FIRST NAME	AGE	GROSS INCOME
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL HOUSEHOLD SIZE >		Note > You must provide income documents. See reverse for acceptable documents.

FOSTER CHILDREN	
LAST – FIRST NAME	
A copy of legal documentation must be attached.	



Incomplete applications
will not be processed.

Return form with income
documentation or legal
Foster documents to:

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

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

Signature: X _____ Date: _____

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

☞ ¡ MARQUE SU CALENDARIO ! ☜

▶ PRIMERA PARTE – INFORMACIÓN ESTUDIANTIL

ESCUELA EDHS, ORHS, PHS, UMHS, IHS, SHS, CDS, VHS, MVHS	NOMBRE DEL ESTUDIANTE			GRADO	<input type="checkbox"/> \$20 HOJA DE 10 BOLETOS DE PASAJERO OCASIONAL				ESTA COLUMNA PARA USO OFICIAL SOLAMENTE	
	APELLIDO	NOMBRE	INICIAL DEL SEGUNDO NOMBRE		IDA Y VENIDA			IDA O VENIDA	STICKER #	REPLACEMENT STICKER #
					AÑO COMPLETO \$210 para 7/29/11 \$220 después del 7/29/11	SEMESTRE 1 \$105 para 7/29/11 \$110 después del 7/29/11	SEMESTRE 2 \$105 para 7/29/11 \$110 después del 7/29/11	\$ 80/Semestre \$160 Año Completo		
1					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	S1 S2	S1 S2
2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	S1 S2	S1 S2
3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	S1 S2	S1 S2


▶ SEGUNDA PARTE – INFORMACIÓN DEL PADRE / GUARDIÁN

NOMBRE DE PADRE / GUARDIÁN		NÚMERO TELÉFONICO DE CASA	TELÉFONO CELULAR	TELÉFONICO DEL TRABAJO	DIRECCIÓN DE CORREO ELECTRÓNICO	
DIRECCIÓN DE CORREO			CIUDAD	CÓDIGO POSTAL	EL MEJOR MÉTODO DE CONTACTO:	
DIRECCIÓN DE DOMICILIO (SI DIFERENT DE LA DE ARRIBA)			CIUDAD	CÓDIGO POSTAL	<input type="checkbox"/> TELÉFONO DE CASA <input type="checkbox"/> CORREO <input type="checkbox"/> TELÉFONICO DEL TRABAJO <input type="checkbox"/> ELECTRÓNICO <input type="checkbox"/> CELULAR <input type="checkbox"/> CORREO	

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

VERIFICACIÓN DE INGRESOS		
ALISTA EL NOMBRE DE TODAS LAS PERSONAS QUE VIVEN EN SU HOGAR, SU EDAD, SU TOTAL DE INGRESOS, Y TODAS LAS DEMÁS FUENTES DE INGRESOS.		
APELLIDO – PRIMER NOMBRE	EDAD	INGRESOS PAGADOS TOTALES
		\$
		\$
		\$
		\$
		\$
		\$
NÚMERO TOTAL DE PERSONAS EN EL HOGAR >		Nota: Tiene que proveer documentos de ingresos. Vea el otro lado para documentos aceptables.

NIÑOS ADOPTIVOS
Copia de documentos legales tiene que ser incluido.
APELLIDO – PRIMER NOMBRE
Una copia de documentación legal tiene que ser incluida.



Solicitudes no completadas no serán procesadas.

Entrega la forma con documentación de ingresos a:

EDUHSD Bus Fees
 4675 Missouri Flat Road
 Placerville, CA 95667

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

Firma: X _____ Fecha: _____

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

AFTER READING THIS PARENT RIGHTS PAMPHLET, PLEASE COMPLETE ONE FORM FOR EACH STUDENT AND RETURN TO YOUR STUDENT'S SCHOOL OF ATTENDANCE.

★ Parent Rights Acknowledgement Form Only ★
(Please sign and return this section to the school of attendance.)

2011–12 SCHOOL YEAR

I have received and read the notice regarding my rights relating to courses and activities which might affect my child.

(PLEASE PRINT) Name of Student

Grade

Date of Birth

My child attends (✓one):

<input type="radio"/> El Dorado High School	<input type="radio"/> Union Mine High School	<input type="radio"/> Independent Learning Center
<input type="radio"/> Oak Ridge High School	<input type="radio"/> Independence High School	<input type="radio"/> Community Day School
<input type="radio"/> Ponderosa High School	<input type="radio"/> Mountain View High School	
<input type="radio"/> Shenandoah High School	<input type="radio"/> Vista High School	

X _____
Required Signature of Parent

Date

★ Parent Rights Acknowledgement Form Only ★
(Please sign and return this section to the school of attendance.)

2011–12 SCHOOL YEAR

I have received and read the notice regarding my rights relating to courses and activities which might affect my child.

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<input type="radio"/> Oak Ridge High School	<input type="radio"/> Independence High School	<input type="radio"/> Community Day School
<input type="radio"/> Ponderosa High School	<input type="radio"/> Mountain View High School	
<input type="radio"/> Shenandoah High School	<input type="radio"/> Vista High School	

X _____
Required Signature of Parent

Date

★ Parent Rights Acknowledgement Form Only ★
(Please sign and return this section to the school of attendance.)

2011–12 SCHOOL YEAR

I have received and read the notice regarding my rights relating to courses and activities which might affect my child.

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<input type="radio"/> Oak Ridge High School	<input type="radio"/> Independence High School	<input type="radio"/> Community Day School
<input type="radio"/> Ponderosa High School	<input type="radio"/> Mountain View High School	
<input type="radio"/> Shenandoah High School	<input type="radio"/> Vista High School	

X _____
Required Signature of Parent

Date

