



**EL
DORADO
HIGH
SCHOOL
2012 - 2013**

**STUDENT
HANDBOOK**

EMPOWERING STUDENTS FOR SUCCESS

www.edhs.org

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EL DORADO HIGH SCHOOL

HOME OF THE GOLDEN HAWKS

1651 N. Valencia Ave, Placentia, CA 92870

1.714.986.7580 Fax 1.714 986.7581

Welcome to El Dorado High School!

The staff of El Dorado High School is excited that you are a member of our Golden Hawk family. We believe that El Dorado offers the finest educational experience available. We look forward to working with you and assisting your educational success.

El Dorado High School has a rich tradition of excellence in it's academic, athletic and extra-curricular activities program. We encourage you to participate in as many opportunities as possible. Statistics prove that the success level of students is directly related to their level of involvement. The greater level of involvement the greater the level of success. Get involved and get excited about being a Golden Hawk!

This handbook has been designed to provide you with important information that will assist your success here at EDHS. Please ask questions whenever you need clarification or further help. The Counseling Office is located in the main office building and is open daily from 7:30 a.m. until 4:00 p.m. Our staff is eager to help you any way we can.

Have a great year, and again, Welcome to EDHS!

**John Bellows
Assistant Principal**

Empowering Students For Success

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

**El Dorado High School
1651 N. Valencia Ave.
Placentia, CA 92870
(714) 986-7580**

**ATTENDANCE - ext. 11030
COUNSELING - ext. 11024
ACTIVITIES - ext. 11038
GIRLS' ATHLETICS - ext. 11010
BOYS' ATHLETICS - ext. 11012**

**BOARD OF EDUCATION
Karin Freeman, President
Carol Downey, Vice President
Eric Padget, Trustee
Judi Carmona, Trustee
Carrie Buck, Clerk**

**DISTRICT ADMINISTRATION
Superintendent – Mr. Doug Domene
Assistant Superintendent, Administrative Services – Mrs. Jayne Christakos
Assistant Superintendent, Educational Services – Mrs. Candy Plahy
Assistant Superintendent, Personnel Services – Mr. Robert Kent
Director of Educational Services - TBA
Director of Executive Services – Mr. Richard Mc Alindin**

**SCHOOL ADMINISTRATION
Principal – Mr. Cary Johnson
Assistant Principal - Mr. John Bellows
Assistant Principal – Miss Carey Cecil
Dean of Activities – Mr. Eron Campuzano
Women's Athletic Director - Mrs. Krista Jones
Men's Athletic Director - Mr. Steve Gullotti**

**COUNSELING/GUIDANCE
John Bellows, Assistant Principal
Dana Armstrong, Counselor (A-G)
Laura Carvelli, Counselor (H-O)
Laura Campuzano, Counselor (P-Z)**

**Steve Gullotti, Community Service Coordinator
Heather Petrillo, School Psychologist
Rudy Madrigal, School Resource Officer
Mary Cole, AP Secretary/Registrar
Maribel Amaya, Counseling Clerk
Ileane Nielsen, Counseling Clerk**

2012-2013 ASB



ASB President: Isaac Chang
ASB Vice President: Casey Fleckenstein
ASB Secretary: Brian Galea
ASB Treasurer: Nathan Reardon
Senior President: Connor Dean
Senior Vice President: Kira Sundheim
Senior Secretary: Allen Abad
Senior Treasurer: Jacob Wood
Junior President: Kaden Sullivan
Junior Vice President: Jade Anderson
Sophomore President: Samantha Galea
Sophomore Vice President: Carol Smith
Freshman President: Hunter Nelson
Commissioner of Assemblies: Carly Seipel, Emma Brown
Commissioner of Athletics: Kellie Greene, Cassidy Towner
Commissioner of Community Service: Katie Twineham, Kasey Willey
Commissioner of Fine & Performing Arts: Megan Reyes, Mia Archey
Commissioner of Lunchtime Activities: Daniel Trandell-Smoke, Natalie Leonard, Nora Hawari
Commissioner of Publications, Promotions & Technology: Kevin Munoz, Paige Sparks
Commissioner of Publicity: Hailey Mayweather, Christian Robles, Jenn Midgley
Commissioner of Spirit: Julia Morris, Cassidy Sullivan, Kimmie Groff
Commissioner of Student Recognition: Imani Smith, Chandler Smith
Commissioner of Teacher Recognition: Shannon Galipault, Olivia Bernstein
Commissioner of Unity: Jennifer Leonard, Amanda Glenn
Inter-Club Council Commissioner: Matt Hallman, Richard Wilcox
Master of Ceremonies Commissioner: Kayla Headlund

ASB/ACTIVITIES OFFICE INFORMATION

Welcome back! We are looking forward to another great year. Here are a few helpful hints to get you off to a good start this year:

1. GET INVOLVED

El Dorado has a variety of activities that should interest most of our students such as sports, performing arts, clubs, organizations, dances, etc. The more involved you become in school activities, the more enjoyable this year will be for you. There is a list of all clubs and organizations on the next page.

2. BUY A STUDENT BODY ACTIVITY IMPRINT

ASB Activity Imprints will be on sale during orientation for \$40.00. The Activity Imprint is a good investment, as it can save over \$100.00 throughout the year if you participate in the various school events. You will receive discounts on tickets to all athletic events, discounts on yearbooks, dances, etc. When purchased, the imprint appears on the El Dorado ID card.

3. YEARBOOK SALES

El Dorado will again be selling yearbooks with DVD during summer "Back To School Days". The price will be \$105.00 with an ASB Imprint and \$115.00 without ASB, during August through October only. After October the price will increase \$5.00 quarterly.

4. SCHOOL ORGANIZER

Get organized with your yearly planner. You can receive this free in the Hawk Spirit Pack or buy it for \$10.00. It also includes important school information such as event calendars, bell schedules, and school phone numbers.

5. SCHOOL DISCOUNT CARD

The Gold Discount Card for \$10.00 is a community discount card that gives you discounts from businesses in our area.

6. DANCES

Aloha Dance - September 8, 2012 (EDHS students ONLY)
Homecoming – October 6, 2012
Winter Dance – January 26, 2013
Sadie Hawkins – March 23, 2013
Prom – June 1, 2013

We hope to see you get involved at El Dorado this year! GO HAWKS!

SCHOOL CLUBS

El Dorado has a student organization for every interest. Each offers opportunities for leadership, cooperative planning, and a means of developing pride in one's accomplishments. New clubs may be formed and approved by the Student Council during the scheduled time for Club Rush. All clubs must meet the following requirements:

- **All clubs must be open to all members of the student body.**
- **Each club must have a constitution approved by the Student Council.**
- **All club finances must be deposited and handled under the general ASB treasury and are subject to audit as required by law.**
- **All clubs must have a faculty advisor who will assume responsibility for the club.**
- **All club meetings and activities will be held during the school day unless special arrangements are approved by the administration.**

CLUB/ORGANIZATION	ADVISOR
Academic Decathlon	Amann & Kanne
American Red Cross	Petitt
Ano do Oro (Yearbook)	O'Donnell
App of Physics	Crays
Art/Photo Club	Jacobson
ASB	E. Campuzano
AVID	Petitt
Band	Samson
Be Active	TBD
Biblical Inquiry	Putnam
Bio/Medical Careers	TBD
Charity Club	TBD
Cheer/Song	Bowers
Chinese Club	Ashe
Choir/Vocal Ensemble	Peterson
Colorguard	Samson
Comparative World Affairs	Cyrus
Creative Writing Club	A. Wolf
CSF	Livingstone & K. Oberle
Dance Team	Shirey
Debate Club	Grosse
Drama (Encore, Thespians, Comedy Sportz)	K. Switzer
El Gavilan (Newspaper)	O'Donnell
Environmental	Anderson
Fellowship Christian Athletics (FCA)	Grosse
French Club	Lovering
Gay Straight Alliance (GSA)	Bladow
German Club	Myers
Glee Club	Peterson
Government Club	TBD
Hip-Hop Club	TBD
History Club	Thomas
Humanitarian Club	TBD
Japanese Language & Culture Club	Okada
Link Crew	Bladow & Petitt
Literature Club	Perkins
Media Production	M. Switzer
Mock Trial	Beckman
National Honor Society (NHS)	Crays
Orchestra	Nowak
Peer Assistant Leadership (PAL)	Bladow
Philosophy Club	Collins
Physics/Chem Club	Kanne
Pink Ribbon Club	Anderson
SERVE	Ortega
Spanish Lang & Culture Club	TBD
Special Friends	TBD
TOMS Club	Picou
Wellness Club	Bladow

ATHLETIC INFORMATION

The El Dorado High School athletic program provides students a chance to participate in interscholastic competition. Every male and female student is urged to compete in the sports of his/her choice. The following are standards of citizenship and academics set by the school and the California Interscholastic Federation:

1. Must maintain a 2.0 or higher G.P.A. and passing 4 classes
2. Demonstrate and maintain satisfactory citizenship without any school debt.
3. Have a current complete physical examination on file.
4. Verify individual personal insurance, copy of insurance card required or purchase school insurance from the finance office.
5. Purchase a student body card.
6. Meet approved school board requirements.

MEN'S ATHLETICS

714 986-7580 x 11012

Steve Gullotti- Athletic Director

WOMEN'S ATHLETIC

714 986-7580 x 11010

Krista Jones - Athletic Director

**FOOTBALL
CROSS COUNTRY
WATERPOLO**

FALL

**VOLLEYBALL
CROSS COUNTRY
GOLF
TENNIS**

**BASKETBALL
WRESTLING
SOCCER**

WINTER

**BASKETBALL
SOCCER
WATERPOLO**

**TRACK AND FIELD
BASEBALL
SWIMMING
TENNIS
GOLF
VOLLEYBALL
LACROSSE**

SPRING

**TRACK AND FIELD
SOFTBALL
SWIMMING
LACROSSE**

BEFORE AN ATHLETE MAY TRY OUT FOR A SPORT THE FOLLOWING ITEMS MUST BE COMPLETED:

1. Physicals: Make arrangements for your own physical. Appropriate forms are in the activities office at El Dorado High School.
2. Insurance coverage: All participants must have proper insurance coverage.
 - A. Insurance waiver - if you presently have insurance equal to or more than \$1500.00 medical and accidental death. Copy of insurance card required.
3. ASB card purchased.
4. All school debts cleared.
5. Emergency Release form completed.
6. Residency verification on file in Counseling Office.
7. Residence eligibility check on file.
8. Transportation fee paid and transportation form completed.

IF YOU HAVE ANY QUESTIONS REGARDING CLEARING, PLEASE CONTACT THE APPROPRIATE ATHLETIC DIRECTOR.

ATHLETICINFO

CO-CURRICULAR ELIGIBILITY

A co-curricular activity is one which generally takes place outside of the classroom time and is an extension of the regular curriculum. Co-curricular activities include, but are not limited to the following:

- ❖ Athletic teams
- ❖ Drama clubs or theatrical performances
- ❖ Drill and flag teams
- ❖ Musical performance groups
- ❖ Cheer squads
- ❖ School publications
- ❖ Academic Decathlon/Mock trial
- ❖ Leadership/Student Government

It is the policy of the Placentia-Yorba Linda Unified School District that in order for a student to participate in any co-curricular activity, the student must maintain a grade point average of 2.0 ("C" average) on a scale of 4.0. If, at the end of a grading period the student has not maintained a 2.0 grade point average, the student will be placed on academic probation for **one grading period**.

A student not earning a 2.0 grade point average at the conclusion of the probationary period will be deemed ***ineligible*** for participation in the co-curricular program until the grade point average is raised to a minimum of 2.0 at the end of a subsequent grading period. The grading periods referred to in this policy are 1st quarter, 1 semester, 3rd quarter and 2nd semester.

SCHOOL POLICIES/PROCEDURES/REGULATIONS

COURSE PROGRAM CHANGES Students are encouraged to work out their class schedules with counselors, teachers and parents prior to registration, as it will be difficult to make program changes after the semester begins. The following dates will be observed regarding program changes during the 18 week semester:

Board Regulation 5125.1 (a)

1. Student initiated changes for schedule errors and improper class placements will be made during the **FIRST TWO WEEKS OF THE SEMESTER**. After two weeks, only ROP or Instructional Aide may be added, if available. New classes will not be added after this time, except by administrative action.
2. Student-initiated class drops may be made up to the end of the first and third quarter grading period without the grade being recorded on the transcript. After these grading periods a W(withdrawal), followed by a letter grade which describes the student's performance, will be affixed ("W-A", "W-B", "W-C", "W-D", "W-F") on the permanent record card.
3. Students cannot initiate a class change or drop during the **last three weeks** of the semester. (16th, 17th and 18th weeks.)
4. School-initiated changes related to class placements or class withdrawals will be made at the discretion of the principal or his designee. Poor attendance, poor classroom behavior and/or violation of school rules are example of criteria for school initiated schedule changes.
5. School-initiated class drops will have designated a "W-F" (withdrawal-failing) on the transcript and the date of the action.

HOMEWORK: Students should be prepared to spend an average of thirty minutes per day doing homework for each course taken. In most cases, this will average ten hours of work per week and some weekend study time. Projects, special collections, semester notebooks and other such long-term assignments will not be included in the regular allotment of time. If a student does not appear to have sufficient homework to meet the minimum standard as stated above, parents are urged to contact his/her teacher or a counselor to discuss the situation.

HOMEWORK IN CASE OF ABSENCE: A great deal of time and effort is required to prepare homework assignments for students who are absent. For that reason, **A STUDENT MUST BE ABSENT THREE DAYS WITH MORE ABSENCE ANTICIPATED BEFORE HOMEWORK ASSIGNMENTS CAN BE REQUESTED FROM THE TEACHERS.** Parents should contact the Counseling office secretaries at 714 993-5350 x 3212 to request homework. **DO NOT CONTACT COUNSELORS.** It is necessary that a **24 HOUR** notice be given teachers in order to prepare homework. If the duration of the illness will be lengthy (four weeks or more) parents should contact the counseling office regarding the home hospital process.

MAKE-UP WORK: The students of El Dorado High School are responsible for the work missed during an absence. **Students may not make-up any homework or tests missed due to a class cut or truancy.** Work being made up should not be considered as a form of punishment, but rather as a conscientious effort on the part of the teacher to assist the student in maintaining his level of achievement, and on the part of the student to meet his responsibilities. Make-up work will be graded as any other work. If a student has been absent for disciplinary reasons, the action should be reflected in the citizenship grade, if that student has otherwise met the requirements of the course. The following are suggested guidelines for classroom make-up work. For short absences-one, two, or three day - it is suggested that work be made up within a week time. For long absences, an agreement should be reached between the teacher and student and parent(s) as to the due date for the make-up work. This should be an adequate but not excessive period of time. Required work not completed within established time lines will become an "F". Ed Code 48205 (b) states that tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

ON-LINE COURSES: The following process is necessary to enroll in an On-Line Course:

- The student contacts their Counselor with a request to take an on-line course.
- The reason for the request must meet one of the following criteria:
 - Remediation**
 - Advancement to next level (electives)**
 - Impacted schedule (electives)**
- If appropriate, the Counselor will give the student the District Internet Independent Study Form for the parent to complete and return to the Counseling Office.
- El Dorado's Assistant Principal of Curriculum approves or denies the request. The student will then be notified of the status of their request.
- If approved the student completes the course.
- The course will be added to the student's El Dorado transcript when an **official** transcript is received from the on-line provider. It is the responsibility of the student/parent to determine whether or not the course meets university requirements.

PROCEDURE FOR RESOLVING CLASSROOM CONCERNS OR PROBLEMS:

1. Contact the teacher for a telephone conference or an appointment to discuss your questions or concerns personally.
2. Contact your student's counselor for additional assistance.
3. If the problem persists, contact the Assistant Principal in charge of either Student Services or Curriculum.
4. If the above steps have failed to resolve the problem, please contact the Principal.

WEEKLY GRADE CHECKS: It is possible for students to monitor their progress by means of a weekly grade checks. These grade checks may be obtained from the counseling office **ON FRIDAYS ONLY**, or downloaded from our Web site at EDHS.org. Each teacher will note the student progress for that week only. **The student is responsible for routing to the teachers and for getting it home to parents.**

ATTENDANCE: The Board of Education has established an attendance policy to inform parents and students of instruction missed due to absence, and to reduce student absenteeism.

ABSENCE AND READMITTANCE PROCEDURES: A student who has been absent from one or more classes must have a readmit for the first class missed from the attendance office **before** being allowed to return to class.

WHEN YOU ARE ABSENT: See page 16 for attendance procedures.

HEALTH SERVICE: The school health clerk maintains an office in the main office next to the attendance office and is available to help with any health problems and questions. Students wishing to visit the health clerk during class time must have a hall pass from their teacher. **Any medication including over the counter, must be held in the health office with doctor's and parent permission form on file.**

LOST AND FOUND: Articles that are found on campus will be sent to the lost and found department in the attendance office. These articles will be kept until the close of school in June. After school has closed, the remaining articles will be donated to charitable organizations.

DETENTION: At El Dorado High School we have a supervised after school detention program **Tuesday, Wednesday and Thursday from 2:55 p.m. to 3:55 p.m.** Teachers and administrators may detain any student before or after school if they believe the detention may have a positive effect on the student's behavior or achievement. Normally, a twenty-four (24) hour notice will be given to students who are requested to serve a detention. Students who do not serve a detention will be assigned to the Saturday Work/School Program.

HALL PASSES: Students must have a written hall pass in order to leave the classroom during the class period. Students that are detained for any reason should request a hall pass to avoid being marked tardy in the following class.

CLOSED CAMPUS: El Dorado has a closed campus to all students except seniors at lunch. Permission to leave campus during the school day can only be authorized by parent permission and cleared through the attendance office.

Seniors who wish to leave at lunch must have a valid senior lunch permit sticker on their I.D. card. Seniors **must** show their valid I.D. card and lunch permit sticker before leaving campus. To obtain a lunch pass, a parent must sign a permission slip **in person through the attendance office.**

OFF CAMPUS PERMITS: If a student must leave campus for any reason (i.e. doctor appointment, personal business, etc.) The student needs to secure an off-campus permit, **PRIOR TO LEAVING.** The student should bring a note from a parent or guardian to the attendance office **PRIOR** to leaving school. Notes are **not accepted from 11:45 a.m. - 12:15 p.m.** due to the high volume of activity in the attendance office immediately prior to lunch time. Students requesting to leave between 11:45 a.m. - 12:15 p.m. must be signed out in person by the parent/guardian. Students without a note must be signed out by parent/guardian **IN PERSON** at the attendance office.

Requests to leave campus must be in writing and signed by a parent. The request should be submitted to the attendance office **on the day of the request, before school or before the student leaves campus.** The attendance clerk will issue an off-campus pass to the student, which will be exchanged for a re-admittance card upon the student's return to school. Students who leave campus without an off-campus pass will be considered illegally off campus and will be given a **PERMANENT TRUANT.**

Continued (Policies/Procedures)

STUDENT PHOTO ID CARDS: Students are **required** to have an El Dorado photo ID card on their possession **at all times.**

VISITORS AND GUESTS: EL DORADO HAS A CLOSED CAMPUS

ALL visitors must report to the school office. Visitor passes are required for all visitors who are permitted to remain on the campus. **Visitor passes are not issued to high school age visitors.** Teachers shall allow no one but regularly assigned students or adults with a visitor passes in their classes. Guest passes are required for activity programs and will be issued by the Director of Activities in accordance with procedures set forth in the student handbook. **Violators are subject to arrest per 653(G) of the penal code.**

GUEST PASSES: When an El Dorado student invites a non El Dorado student to a school dance they must obtain and complete a guest pass from the Activities office for approval. **The maximum age for a guest is 20 years old.**

LUNCH PASSES: ***Seniors only*** may obtain a lunch pass after a parent completes the lunch pass form in person from the attendance office. **A lunch pass is a privilege to the senior subject to be revoked for school debt, detention hours, Saturday Work/School owed.**

DELIVERIES TO SCHOOL: If homework, classroom projects, PE clothes, etc. need to be dropped off, they may be done so in the front office with Mrs. Spickelmier. **NO FOOD, LUNCHES, FLOWERS, BALLOONS, GIFTS, ETC. MAY BE DELIVERED TO THE SCHOOL AT ANYTIME.**

COLLEGE BOUND? NEED AN OFFICIAL TRANSCRIPT SENT TO A COLLEGE?: The college admissions process has become a littler easier for the students of El Dorado High School. The district has partnered with Docufide to handle transcript requests electronically, with Secure Transcript. The students of EDHS can now order their transcripts online with ease and 24/7 convenience of the Web.

Most colleges in the U.S. are going paperless and will soon ***only*** accept transcripts online. It's easy for the EDHS students to order their transcript. Log onto the EDHS website at www.edhs.org and click on students and choose the link transcript and follow the set up instructions, select the college you wish EDHS to send a transcript, pay online and Docufide will do the rest. Once EDHS has released your transcript to Docufide you will receive an e-mail from Docufide that the transcript has been sent and received to the college of your choice. No more guessing if your transcript was ever sent!

STUDENT PARKING REGULATIONS: Students who drive a motor vehicle to school **MUST** have a parking permit. Permits are issued to Seniors and Juniors only until the allotted spaces have been issued.

When applying for a campus permit, students must be present and have the following information in their possession:

- A valid California driver's license
- EDHS Student I.D. Card
- \$10.00 processing charge

Students who drive multiple vehicles must present each vehicle registration or copy of registration when applying for a campus permit.

The following rules and regulations apply to all motorized vehicles while driving or parking on the El Dorado High School campus:

- A campus parking permit must be attached to the rear view mirror or placed on the dashboard so it is clearly visible from the outside of the vehicle.
- A on campus parking permit does not guarantee a parking space on school grounds. No end cap parking. Student must park in designated parking stalls. A campus parking permit allows a student to park on school grounds only. Street parking is permitted only in the areas **not** posted NO PARKING ANYTIME. A copy of streets exempt from the NO PARKING ANYTIME ordinance is available from the School Resource Officer.
- A parking pass is non-transferable to other students. Students may not trade, loan or sell a permit issued to the registered user.
- No parking on campus in areas designated as restricted parking areas. Posted signs or yellow marked parking stalls designate this area.
- Students **must** follow directional arrows painted on the parking lot roadway.
- If a parking permit is lost or stolen, the registered user must report the lost or stolen permit to Mrs. Spickelmier as soon as possible. A \$10.00 fee will be assessed to replace the lost or stolen permit.
- Students may never park in areas designated as staff parking, loading or unloading areas or visitors parking. Handicapped parking is permitted with a DMV issued permit only. Any student parked using an unauthorized handicapped-parking permit will result in the loss of the permit and a citation from the Placentia Police Department.
- Parking or stopping in fire lanes is prohibited.
- Motorcycles must park in designated area for motorcycles only.
- Motor vehicles, which include motorcycles, must be driven on the roadway at all times. No student vehicle is permitted to drive on sidewalks, grass area, playing fields, teacher parking lot, basketball courts, tennis courts or areas designated as restricted.
- Go-peds, motorized skateboard, motorized scooters and skateboards are prohibited on school grounds at all times. School grounds include parking lots, field areas and green belt areas.
- The posted speed limit on campus is reasonable for conditions at the time not to exceed 10 MPH.
- Bicycles are subject to the same rules and regulations as a motor vehicle. Students must park bicycles in designated bicycle cage located on the north side of the gymnasium. Bicycles are not to be ridden inside the interior of the school grounds, walkways or buildings.
- New vehicles or any additional vehicles driven must be listed on students permit application. All changes during the school year can be made through Mrs. Spickelmier.
- Any on campus traffic infraction, students could lose their parking pass up to 30 calendar days.
- El Dorado High School is not responsible for damage to any vehicle while parked on campus.

All parking regulations are strictly enforced on and off the El Dorado High School campus by the Placentia Police Department. A violation of parking rules and regulations could result in parking citation being issued to the parked vehicle.

ACADEMIC RECOGNITION PROGRAM

HONOR ROLL

Students at El Dorado High School earn recognition of their academic excellence by being designated as a member of the Honor Roll based upon the following criteria:

Students earning a cumulative grade point average of 3.5 or higher shall be designated as members of the Honor Roll.

Students earning Honor Roll designation will receive an individual recognition and will have their name displayed on the Honor Roll poster.

DISTINGUISHED SCHOLARS/Coordinator Stephanie Shirey x11901

Distinguished Scholars are recognized every spring based on their accumulated weighted GPA. Students must have an accumulated weighted GPA of 3.85. Students and their families are invited to a evening ceremony where the students are presented certificates and school letters. As the semesters go by and students continue to be recognized, they receive pins to attach to the letters: a lamp for three semesters; a book for five; and a mortar board for seven.

NATIONAL HONOR SOCIETY/Coordinator Laura Crays x11607

The National Honor Society of El Dorado High School is an organization which recognizes students for outstanding scholarship, character, service, and leadership qualities. Shortly after the beginning of school Sophomores, Juniors, and Seniors who have met the GPA requirements of 3.25 will receive an application inviting them to apply for membership. The applications will be evaluated by members of El Dorado's faculty in the areas of leadership character and service.

New members will be welcomed at the annual induction ceremony held in early November. The National Honor Society at El Dorado is a large, active club whose members have the opportunity to serve the school and community as well as enjoy many social functions throughout the year.

COLLEGIATE SCHOLARS/Coordinator Stephanie Shirey x11901

Students who have a 3.5 un-weighted GPA, at least an 88 percentile on standardized tests, and are enrolled in an average of two honors or AP classes each year that they attend El Dorado may apply for membership in CSP.

They will be recognized at graduation with certificates, medallions, and special hoods to wear over their graduation gowns.

CALIFORNIA SCHOLARSHIP FEDERATION/Coordinator Kathy Oberle x11704

The purpose of CSF is to foster high standards of scholarship, service, and citizenship on the part of students of the senior high schools of California. Students join CSF through an application process.

HONORS PLACEMENT PROCEDURE:

El Dorado offers Honors and Advance Placement courses in the academic areas of Foreign Language, Language Arts, Mathematics, Science and Social Science. Each discipline has specific entrance criteria students must meet. Students must contact their counselor to complete the placement application process.

Criteria for Exiting an Honors Course Due to Performance: A grade of "C" for any semester will result in the student being put on probation for the subsequent semester. If the student fails to bring the "C" grade up to an "A" or a "B" by the end of the probationary semester, the student will be returned to the college preparatory program.

A student will be dropped at the time that he/she receives a semester grade of "D" or "F" in an honors course.

Criteria for Exiting an AP Course Due to Performance: Students with a grade of "D" at the end of a course will be dropped from the AP sequence at that time. Students with a grade of "F" will be dropped at the end of the semester in which the "F" is earned.

EL DORADO HIGH SCHOOL
High School Graduation
College Admission Requirements

HIGH SCHOOL	CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA
English - 4 yrs	English - 4 yrs.
History/Social Science - 3 yrs U.S. History World History Govt./Econ	History - 2 yrs. U.S. History World History
Math - 2 yrs. (Including Algebra I)	Math - 3 yrs. (UC 4 yrs. recommended) Algebra I Geometry Algebra II
Science - 2 yrs.(Including one Physical and one Life Science)	Lab Science - 2 yrs. (including Biology and Chemistry) (UC 3 yrs. recommended)
Physical Education - 2 yrs	
Fine Art or World Lang. - 1 yr.	Foreign Lang. - 2 yrs. (UC 3 yrs. recommended)
Health - 1 semester	Visual/Performing Arts 1 yr.
Academic Studies - 1 semester	College Prep Electives - 1 yr.
Community Service - 40 hours	Earn a G.P.A. of 3.0 or higher (UC)

Student **must** earn a grade of **"C"** or better in high school classes to move into the next level of math and world language.

UC/CSU will **only** accept a **"C"** or better each semester in any college prep class to qualify a student for admission to the college.

CSU REQUIRES: SAT I or ACT **UC REQUIRES:** SAT I or ACT (with Writing)

College Entrance Exams: SAT and ACT

Go to www.collegeboard.com to register for the SAT I and SAT II. Go to www.act.org to register for the ACT. School code is 052478. All testing must be completed by December of the students' senior year to count for college entrance, and for some colleges by October or November of their senior year. Students should check with the college for more information.

NOTE: Both CSU & UC require the test(s) to be taken no later than December of your senior year. Some impacted colleges require the test(s) to be taken prior to that. Contact the college of your choice if in doubt. It's suggested that you take the test(s) at the end of your junior year and/or the beginning of your senior year.

COLLEGE/COUNSELING INFORMATION

Online Courses

1. Students may repeat a **required** class through this online opportunity only to improve a grade of D or F. Students may take electives for **academic acceleration**; subject to approval by principal or designee (i.e. take classes needed as a prerequisite to a higher level course or to meet college entrance requirements).
2. Application/Approval for Internet Independent Study course work must be made at least two weeks prior to the start (including summer school) of the course that will be taken.
3. No more than 20 internet independent study credits may be earned to receive an El Dorado High School diploma.

Summer School

1. Students who have failed a required class should plan to repeat it in summer school.
2. Students who are earning a D or F at 3rd or 4th quarter progress report are encouraged to register for summer school in case the grade does not improve.
3. Students who plan on going to the next level of Math or World Language must earn a C or better in the preceding level class in order to advance to the next level. Therefore, if the student is earning a C-, D or F at 3rd or 4th quarter progress report time, it is suggested to register for summer school.
4. Summer school applications typically are available in March and the deadline is always around mid-May.
5. Students and parents are responsible to initiate the summer school registration process by communicating with the counselor.

Financial Aid

1. Every year in the fall we hold a Financial Aid Night to help senior parents and students learn about financial aid.
2. The exact date will be announced through the daily bulletin and on our website.

Scholarships

1. Seniors are able to apply for scholarships to use in college.
2. Scholarship information is posted regularly in the counseling office, in the bulletin and on our website the entire year.

Tutoring

1. Tutors are available for all subjects in the library on Tuesdays, Wednesdays and Thursdays from 2:45 – 3:30.
2. Walk-ins welcome.

ROP (Regional Occupational Program)

1. Career technical training (i.e. vocational training) is offered through the North Orange County Regional Occupational Program (NOCROP). Through ROP classes, students can obtain occupational skills while earning elective high school credit.
2. Popular ROP classes include Culinary Arts, Cosmetology, Nursing, EMT, Welding, Forensic Science and Marine Diving.
3. Students can register for first semester classes with their counselor during registration in August and in January for second semester classes.

NCAA

1. Student athletes who want the opportunity to be eligible to play sports in college must take certain classes required by NCAA. Go to www.eligibilitycenter.org and/or www.ncaa.org for more detailed information.
2. It's important that students plan for this in 9th grade or as early as possible.
3. **PLEASE NOTE:** Although most colleges are accepting online courses, the NCAA announced they will not accept online classes after August 1, 2010. See their website for more details.

EL DORADO HIGH SCHOOL STUDENT BEHAVIOR EXPECTATIONS AND CODE OF CONDUCT

The goal of El Dorado High School is to assist each student to become a productive and effective citizen in our democratic society. We are sure the vast majority of students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable patterns of behavior and courtesy.

In an effort to support the positive actions of the vast majority of students, disciplinary action will result when students fail to conduct themselves in an acceptable manner. A pupil may be disciplined for acts which are related to school activity or attendance which occur at any time, including but not limited to, any of the following:

1. While on school grounds
2. While going to or coming from home to school
3. Off campus during school hours
4. During, or while going to or coming from, a school sponsored activity.

El Dorado High School

Student Dress Code

PYLUUSD School Board Policies establish that students shall wear appropriate clothing and footwear and groom themselves for school in a manner that does not offend the decency of, or reflect negatively on, or detract from any phase of the educational program. The El Dorado High School administration and staff believe that dress affects the academic environment at school and in some cases can be disruptive to the learning environment. Therefore, the following dress codes apply at all times to students while on campus or in attendance at any school event.

ALL CLOTHING MUST BE CLEAN AND IN GOOD REPAIR

Shirts/Tops – Clothing shall conceal undergarments at all times. See-through fabrics, backless/strapless clothing, low cut revealing tops and bare midriffs **are prohibited** at all times.

Pants/Shorts/Skirts/Dresses – Undergarments cannot be visible in any way. Revealing pants/shorts or skirts/dresses are prohibited.

Illegal/Obscene – Any apparel, jewelry, accessory or inscription on personal belongings that could be construed as depicting or promoting the illegal, the obscene, or is sexually suggestive is not allowed. Items that specifically depict or promote alcohol, drugs, tobacco, weapons, or obscenities are prohibited.

Offensive – Apparel, jewelry, accessories, manner of grooming, and inscriptions on personal belongings that by virtue of color, arrangement, trademark, universal meaning or any other attributes, express or advocate racial, ethnic, or religious prejudice are not allowed.

Jewelry/Accessories – Spiked jewelry, chains, and other dangerous apparel are prohibited

Footwear – Bare feet are not allowed. Shoes must be worn at all times.

Hats – Only gold, black, and white hats with an approved El Dorado High School logo are acceptable. **Bandanas are not permitted to be worn or displayed at anytime.**

CONSEQUENCES

- Incident 1:** Item may be confiscated, alternative clothing loaned, warning given, parent contacted, student may be sent home.
- Incident 2:** Item will be confiscated, alternative clothing loaned, parent conference possible, two (2) Saturday School/Saturday Work hours assigned, student may be sent home.
- Incident 3:** Item will be confiscated, alternative clothing loaned, parent conference possible, four (4) Saturday School/Saturday Work hours assigned, possible student contract
- Incident 4:** Item will be confiscated, alternative clothing loaned, parent conference held, school suspension one to five days, student placed on behavior contract. Possible school transfer
- Incident 5:** Item will be confiscated, alternative clothing loaned, parent conference held, school suspension one to five days. School transfer.

The administration reserves the right to utilize administrative discretion to add or delete items on this list as needed to maintain a safe and nurturing educational environment.

ATTENDANCE INFORMATION

The goal of El Dorado High School is to assist each student to become a productive and effective citizen in our democratic society. We believe that a quality education will benefit the student in his or her future endeavors. In our experiences we have found that there is a direct correlation existing between a student's attendance habits and his or her academic success. It is vitally important that students attend school on a **consistent basis**. The El Dorado High School Attendance Policies have been established to provide motivation for our students to be in attendance so that they may achieve their full potential.

WHEN A STUDENT IS ABSENT: A *written note* from parent/legal guardian must be provided to the attendance office on the day the student returns to school. Note must include the student's legal name, date(s) of absence, reason for absence and the signature of the parent/legal guardian.

All students must show their EDHS Student ID card at the attendance window to obtain a re-admit or off campus pass.

Students returning to school from an absence without a written parental verification will be classified as a Temporary Truant. The student will have **24 hours** to clear the absence with a note. Failure to clear truancy will result in a **PERMANENT TRUANT** and the student will be assigned a Saturday Work. If the student is truant for an entire day, he/she will receive Saturday School.

Students who leave campus during their school day must obtain an Off-Campus Permit from the Attendance Office **prior** to leaving campus. Failure to do so will result in the student being marked truant for any classes missed.

The attendance window opens at **6:45 a.m.** Students returning to school after an absence should arrive early to obtain a readmit. **STANDING IN LINE WILL NOT EXCUSE TARDINESS TO CLASS.**

ATTENDANCE PROCEDURES

The board of Education has established an attendance policy to inform parents and students of instruction missed due to absence, and to reduce student absenteeism. The attendance program is outlined as follows:

A student **accumulating fifteen** absences (this represents approximately one-sixth of the semester) in a class in a semester may receive a grade of "F." Students may be dropped from a class(es).

The following absences **are** counted toward the accumulative total.

- A. Illness (non doctor/nurse verified)
- B. Released from campus through the **health office**.
- C. Parent Permission
- D. Truancy
- E. Suspension

When a student accumulates absences the following interventions will take place:

Four Class Absences:

The parent will receive written notification listing course period, course title, teacher and number of accumulated absences.

Eight Class Absences:

The parent will receive written notification listing course period, course title, teacher and number of accumulated absences.

Twelve Class Absences:

1. An Administrator will conduct a conference with the student's parent or guardian and the student to discuss problems.
2. The student will be placed on an attendance contract, and a plan for improved attendance will be made.
3. The student and parent will be notified that continued absence may result in a failing grade or withdrawal from class(es).

Fifteen Class Absences:

1. Student may receive a grade of "F" for the course.
2. Student may be dropped from class(es).
3. If the student's class load drops below the minimum of five classes, the student may be referred/transferred to another educational program.

TARDY PROCEDURE

Reference Board Policy 5113 (B)

It is the responsibility of the student to be in a class on time. Teachers are expected to use judgment in determining tardiness. A student is considered tardy if they are not in the class when the passing bell stops ringing. Classes should be dismissed within one minute of the scheduled dismissal time in consideration of other teachers. The following tardy referral procedure will be used:

TARDIES (Per Semester)

- | | |
|------------------|--|
| Tardy 1-2 | Handled by individual teacher
Student conference
Detention optional |
| Tardy 3 | Handled by individual teacher
Parent contact made by letter or telephone (documented)
Detention optional |
| Tardy 4-6 | Handled by individual teacher
Parent contact made by letter or telephone (documented)
Detention assigned (documented) |
| Tardy 7 | Referral to Attendance Director - previous action noted on referral
Parent contact
Detention/Study/Saturday Work Program assigned
Student placed on Attendance Contract |
| Tardy 8 | Referral to Attendance Director - previous action noted on referral
Study/Saturday Work Program assigned
Parent conference |
| Tardy 9 | Referral to Attendance Director
Parent conference
Student may be withdrawn from class |

TRUANCY PROCEDURE

Reference Board Policy 5113 (A), Educational Codes 48260, 48262, 48264.6

PER SCHOOL YEAR

Any pupil who is absent from school or tardy to any class in excess of 30 minutes without a valid excuse is considered a truant.

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any **30-minute** period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district (Educational Code 48260).

The appropriate Director of Attendance will assign disciplinary consequences for truancy.

- Incident 1** 4 hours Saturday School/Saturday Work Program for two or more periods per day, parent contact, 2 hours for single period truancy
- Incident 2** 4 hours Saturday School/Saturday Work Program for two or more periods per day, parent contact, 2 hours for single period truancy
- Incident 3** Student classified as Truant pursuant to Educational code 48260
4 hours Saturday School/Saturday Work Program for two or more periods per day.
2 hours for single period truancy
Student behavior contact
Parent notification by phone and mail
Student Referred to school attendance director
- Incident 4** Student classified as Truant pursuant to Educational Code 48260
4 hours Saturday School/Saturday Work Program for two or more period truanancies per day, 2 hours for single period truancy. Student referred to school attendance director. Student and parent **required** to attend school attendance review team (SART) conference. SART agreement signed by student and parent. **SENIOR LUNCH PASS WILL BE REVOKED AT SART LEVEL.**
- Incident 5** Student classified as a Habitual Truant pursuant to Educational Code 48262
4 hours Saturday School/Saturday Work Program for two or more period truanancies per day, 2 hours for single period truancy. Student and parent are referred to the Orange County District Attorneys office by school attendance director for **mandatory** attendance awareness education program.
- Incident 6** Student classified as a Habitual Truant pursuant to Educational Code 48262, 48264.5
Parent conference
- Incident 7** Student and parent are referred by school attendance director to Orange County Juvenile court for prosecution.

DISCIPLINARY PROCEDURES

SALE OR FURNISHING OF DRUGS/ALCOHOL/INTOXICANTS/NON-PRESCRIPTION DRUGS

Selling, offering, arranging to sell, negotiating to sell, or furnishing any drugs, alcohol, intoxicants or non-prescription drugs (including "look-a-like"), or possessing quantities of same large enough to indicate sale on school grounds, off campus during school hours, at any school sponsored function, or while being transported to or from school or school activities will result in five day school suspension, parent conference, police involvement and the student being processed for **expulsion from the school district**.

If it is established that alcohol or other drugs have been actually furnished to students in connection with the on-campus solicitation (i.e., flyers advertising beer parties), the student may be subject to expulsion.

USE OR POSSESSION OR UNDER THE INFLUENCE OF DRUGS/ALCOHOL/INTOXICANTS/NON-PRESCRIPTION DRUGS OR DRUG PARAPHERNALIA

Incident 1	Five-day school suspension Parent conference Police involvement School transfer Possible district expulsion
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USE OR POSSESSION OF TOBACCO PRODUCTS

Incident 1	Study/Saturday Work Program Possible tobacco education intervention program Parent conference Possible Police Citation
Incident 2	Suspension from school for two days Possible tobacco education intervention program Parent conference Possible Police Citation
Incident 3	Suspension from school for four days Possible tobacco education intervention program Parent conference Student Behavior Contract Possible Police Citation
Incident 4	Suspension from school for five days Parent conference School transfer

ASSAULT AND/OR BATTERY AGAINST A STUDENT OR STAFF MEMBER

Depending on the circumstances, action will include one or more of the following:

- Parent conference
- Police involvement
- School suspension
- Student placed on behavioral contract
- School transfer
- Expulsion from school district

FIGHTING

Any student who causes, attempts to cause, or threatens to cause physical injury to another person will be suspended from school for a period of not less than one day and not more than five days unless it can be shown that his/her actions were strictly in self-defense.

- Incident 1 Suspension from school for one to five days depending on circumstances
 Parent conference
 Student Behavior Contract (optional)
 Possible police involvement
 Possible school transfer
- Incident 2 Suspension from school for one to five days depending on circumstances
 Parent conference
 If on Student Behavior Contract, school transfer
 If not on prior Student Behavior Contract student placed on Student Behavior Contract
 Possible police involvement
 Possible school transfer
- Incident 3 Suspension from school for one to five days depending on circumstances
 Parent conference
 Possible police involvement
 School transfer

Causing serious injury to another person may result in the student being processed for expulsion from the school district.

BULLYING/HARASSMENT (Sexual, Intentional, Hate Violence, Hazing, Harassment of a Witness)

Engaging in the sexual harassment of another student by demonstrating unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of sexual nature.

Intentionally engaging in a level of harassment, threats or intimidation against a student or students, which is sufficiently severe as to have a possibility of disrupting class work or creating a hostile educational environment.

Interfering with another’s civil rights by personal assault or damage to another’s personal property because of the person’s race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation.

Board Policy 5131.1 and EC 48900.2, 48900.3, 48900.4 and 48900 (r)

EC 32050.32051 - Hazing includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Depending on the circumstances, action will include one or more of the following:

- Parent conference Student Placed on Behavioral Contract
- Police involvement School Transfer
- School Suspension Expulsion from school district

INSUBORDINATION

Includes, but is not limited to direct defiance of staff authority, failure to attend assigned Saturday School/Saturday Work Program, failure to respond to a call slip, etc.

- Incident 1 Parent conference
 Suspension from school for one to five days or Saturday School/Saturday Work Program, depending on circumstances
 No show to Saturday School/Saturday Work hours will result in hours being doubled
 Student behavior contract (optional)
- Incident 2 Parent conference
 Suspension from school for one to five days
 Student behavior contract
- Incident 3 Parent conference
 Suspension from school for one to five days
 School transfer

VANDALISM/GRAFFITI

Engaging in willful or malicious behavior resulting in destruction, defacement, damage or loss of use of school property or the private property of another will result in:

- Incident 1 Restitution
 Student behavior contract
 Parent conference and one or more of the following:
 Police involvement School transfer
 School suspension Expulsion from the school district

- Incident 2 Restitution
 Parent conference and one or more of the following:
 Police involvement Suspension from school for one to five days
 School transfer Expulsion from the school district

- Incident 3 Restitution
 Parent conference
 Suspension from school for one to five days
 Expulsion from the school district

GRAFFITI PARAPHERNALIA

Possession of markers, spray paint cans, etching tools and/or other graffiti paraphernalia by students is prohibited on campus unless special permission is granted for a school-related activity.

- Incident 1 Saturday School/Saturday Work Program
 Suspension from school (optional) dependent on circumstances
 Parent conference

- Incident 2 Student behavior contract (optional)
 Suspension from school for one to three days
 Parent conference
 Student behavior contract

- Incident 3 Parent conference
 Suspension from school for five days
 School transfer

FORGERY

Forgery of personal or school documents will result in one or more of the following:

- Parent conference Student placed on behavioral contract
- Detention Suspension from school
- Saturday School/Saturday Work Program School transfer
- Withdrawal from class Expulsion from the school district

CLASS MISCONDUCT

(Prior to office referral, the teacher is requested to use other means of correction such as counseling, detention, and parent contact)

Incident 1	One hour detention Suspension from school (optional-dependent on circumstances) Parent conference Student behavior contract (optional)
Incident 2	Saturday School/Saturday Work Program Suspension from school (optional-dependent on circumstances) Parent conference Student behavior contract (optional)
Incident 3	two-day suspension from class Suspension from school (optional-dependent on circumstances) Student behavior contract Parent conference
Incident 4	Parent conference Suspension from school (optional-dependent on circumstances) Student withdrawn from class

STUDENTS ARE EXPECTED TO TREAT SUBSTITUTE TEACHERS AS GUESTS ON CAMPUS. STUDENTS WHO DISPLAY INAPPROPRIATE BEHAVIOR WHEN A SUBSTITUTE IS IN CHARGE WILL BE ASSIGNED TO SATURDAY SCHOOL/SATURDAY WORK PROGRAM.

CAMPUS MISCONDUCT

Campus misconduct includes, but is not limited to:

Food throwing*	Distribution of unauthorized materials
Rude behavior	Lack of consideration for fellow students
"Horseplay"	Littering
Driving/parking violation**	Out of Bounds

Incident 1	Saturday School/Saturday Work hours assigned Student behavior contract (optional) Parent conference Suspension from school (optional-dependent on circumstances)
Incident 2	Saturday School/ Saturday Work Program Student behavior contract (optional) Parent conference
Incident 3	Suspension from school for one to five days Student behavior contact Parent conference
Incident 4	Parent conference Suspension from school for one to five days School transfer

* Food throwing will result in Saturday School/Saturday Work Program or suspension, possible school transfer, possible expulsion from school district depending on circumstances.

** Driving/parking violations are also subject to regulation under the California Vehicle Code and will result in an immediate revocation of parking privileges.

CAMPUS RESTRICTIONS

1. In the interest of safety, SKATES, SKATEBOARDS, and/or SKATE SHOES, BICYCLES and MOTORIZED VEHICLES are PROHIBITED on campus.
2. SPIKED BRACELETS, CHAINS, or other DANGEROUS APPAREL is PROHIBITED on campus.
3. GAMBLING IS PROHIBITED on campus.
4. No selling of items on campus unless sponsored by an El Dorado High School Club and approved by the ASB.

Incident 1	Warning Item confiscated returned to parent.
Incident 2	one-hour detention Parent conference Item confiscated returned to parent
Incident 3	Saturday School/Saturday Work Program Parent conference Item confiscated returned to parent
Incident 4	Suspension from school for two days Student behavior contract Parent conference Item confiscated returned to parent
Incident 5	Parent conference Suspension from school for three to five days School transfer

ELECTRONIC SIGNALING DEVICES

5131.11-BP STUDENT USE OF ELECTRONIC SIGNALING DEVICES

It is the intent of the Board of Education, in exercising its authority to regulate the use of electronic signaling devices, to establish guidelines and regulations that will ensure the continuation of a positive climate for learning, free from unnecessary disruptions. As the technology of wireless communication in our society had evolved, there is now widespread use of electronic signaling devices, such as cellular and digital telephones and pager devices, among our student population that previously has been prohibited.

Although recent changes in state law no longer prohibit students from possessing or using electronic signaling devices, restrictions on their use on a school campus must exist to ensure that such use does not infringe upon the rights of others or interfere with classroom instruction or other school activities.

The Board does not encourage student possession or use of electronic signaling devices on a school campus or does it assume liability if such devices are damaged, lost or stolen. Students who use these devices shall do so only before and/or after the school day. Cell phones, pagers and electronic signaling devices shall remain off during the school day.

If the privilege of having these devices at school is abused and the possession or use of an electronic signaling device violates this policy, the school has the right to revoke the privilege and prohibit a student from possessing such a device on campus. The principal/designee is responsible for including violations of this policy in the school discipline plan as appropriate.

Incident 1	Item confiscated, warning Item returned to student between 3:00–4:00 p.m. , Counseling Office <i>Student must provide Photo ID to pick item up; there is NO EXCEPTION to this requirement</i>
Incident 2	Item confiscated, warning Item returned to student between 3:00-4:00 p.m. , Counseling Office <i>Student must provide Photo ID to pick item up; there is NO EXCEPTION to this requirement</i>
Incident 3	Item confiscated Item returned to parent ONLY parent or <u>legal</u> guardian with photo ID may pick item up 2 hours Saturday School/Saturday Work hours assigned Parent conference
Incident 4	Item confiscated Item returned to parent ONLY parent or <u>legal</u> guardian with photo ID may pick item up 4 hours Saturday School/Saturday Work Placed on Behavior Contract Parent Conference
Incident 5	Item Confiscated Suspension 1-5 days (insubordination) Parent Conference Possible school transfer

CONFISCATED ITEMS

Any and all confiscated items will be released to the student/parent/guardian dependent on circumstances. Unclaimed items will be disposed of at the conclusion of the current school year.

El Dorado High School assumes no responsibility for lost or stolen items.

OFF CAMPUS OR LEAVING SCHOOL WITHOUT PERMIT

Out-of-bounds includes: parking lots, fields, athletic courts, driveways, or other designated campus areas.

Incident 1	Four Saturday School/Saturday Work hours assigned Parent conference Suspension from school (optional dependent on circumstances)
Incident 2	Eight Saturday School/Saturday Work hours assigned Parent conference Student behavior contract (optional) Suspension from school (optional dependent on circumstances)
Incident 3	Suspension from school for two days Student behavior contract Parent conference
Incident 4	Parent conference Suspension from school for five days School transfer

NUTRITION/LUNCH POLICY

In an effort to facilitate supervision, and cut down on the amount of custodial time devoted to trash pick-up, students will eat their food in the designated eating areas. We solicit your support and cooperation in contributing to a cleaner environment.

RULES AND REGULATIONS

1. Students are to eat food **only** in the designated areas on campus (includes patio, quad, and theatron). Eating in school buildings will **not** be permitted. (Students cannot eat in out-of-bounds areas, which include parking lots, fields, athletic courts, driveways, or other designated areas.)
2. Students are expected to deposit trash in the receptacles provided.
3. Students are not to be in the buildings during lunch unless directly supervised by a staff member.

Suggestions: Students may wish to bring snacks from home for nutrition break in order to avoid long waiting lines and the possibility of not being served before the passing bell.

LUNCH PERMITS

Lunch permits may be issued to **SENIORS ONLY!** Seniors wishing to leave school at lunch on a **regular** basis must have a parent or guardian come to school and sign for a **LUNCH PERMIT**. **Seniors who abuse the stipulations of the lunch permit privilege will have the pass revoked.**

NO OTHER STUDENTS WILL BE PERMITTED TO LEAVE SCHOOL AT LUNCH UNLESS A PARENT/GUARDIAN SIGNS THEM OUT IN-PERSON!

LOCKERS

Lockers are the property of the school district, and are issued to students for the purpose of storing P.E. clothes only.

Since it is the school's duty to maintain safety, order and discipline, locker contents, book bags and gym bags are subject to "search and seizure" when a school official has reason to believe that a student possesses evidence of illegal activity, or activity that would interfere with school discipline and order. **PLEASE DO NOT STORE VALUABLES IN LOCKERS!** **El Dorado High School assumes no responsibility for items left unsecured (i.e. book bags, purses left on locker room floors or on top of lockers) by students.**

EL DORADO HIGH SCHOOL ACADEMIC HONESTY POLICY

El Dorado students are expected to take pride in their achievements. El Dorado students must rely on their own talents and abilities to complete academic work at a level in which they take pride. Any attempt to shortcut this process undermines the learning process, destroys student integrity, and weakens the trust essential to a positive student/teacher relationship. Academic dishonesty usually involves an attempt by a student to show a level of knowledge or skill which he/she, in fact, does not possess. Any student who seeks to gain a dishonest advantage over his/her fellow students is pursuing a course which is unacceptable to both peers and society.

In an effort to protect the rights of honest students and foster a sense of responsibility for personal conduct El Dorado has adopted this academic honesty policy. Promoting honest behavior is a responsibility shared by the school and parents. It is the responsibility of the students, parents, teachers, and administrators to prevent academic dishonesty. It is the responsibility of the teacher to determine whether or not a violation has occurred and to take the appropriate actions.

Academic dishonesty is the act of participating in obtaining or attempting to obtain credit for work by the use of dishonest, deceptive, fraudulent, or unauthorized means. Collaborative studying is not academic dishonesty when specifically permitted or required by a teacher. Examples of academic dishonesty include, but are not limited to the following list.

These offenses, or offenses deemed similar, are considered a breach of the El Dorado High School Academic Honesty Policy:

- Copying another student's homework, lab report or data. (Copying includes using another person's verbal response to a question as an original answer.)
- Unauthorized using of textbooks, notes, computer programs or written aids during an examination.
- Looking at another student's paper or talking during an examination.
- Helping another student to cheat on an examination or assignment.
- Writing formulas, codes, or key words on ones person or objects for use during an examination.
- Exchanging answers with other students, either before, during, or after an examination.
- Taking someone else's assignment and submitting it as your own.
- Plagiarizing any material without giving the author/artist name and/or source.
- Using material from the Internet without clearly identifying it as such.
- Submitting or using falsified data or records.
- Not following additional specific guidelines on cheating as established by department, class, or a teacher.
- Providing material to be used in a dishonest manner, such as providing homework answers for copying.
- Changing the grade or score of an assignment.

ACTIONS AND CONSEQUENCES FOR FIRST OFFENSES

Teacher counsels student and initiates the following procedure, if appropriate.

1. Teacher notifies parent.
2. Automatic "0"(zero) on the assignment or test. (Loss of credit for the assignment).
3. Teacher sends discipline referral to counselor.
4. Receive an "N" in citizenship for the semester.
5. Counselor places student on contract for the class of offense.

ACTIONS AND CONSEQUENCES FOR SECOND OFFENSE:

1. If the second offense occurs in the same class as the first offense, the student receives an "F" in the class and he/she is removed from the class.
2. If the second offense occurs in a different class from the first offense:
 - A) The student receives a "0", (zero) on the assignment or test.
 - B) Teacher sends disciplinary referral to counselor.
 - C) Counselor arranges conference with parent and teachers.
 - D) Teacher issues "U" in citizenship for the semester in the class where the offense occurred.
 - E) Counselor places student on contract for all classes for the remainder of the student's enrollment at El Dorado.
 - F) Administration removes the student from any and all elected or appointed co-curricular positions (i.e. ASB, athletic captains, club officers).

ANY SUBSEQUENT OFFENSE WILL BE TREATED AS A MORE SERIOUS OFFENSE, AS DESCRIBED BELOW:

The following offenses, or offenses deemed similar, are considered of a more serious nature:

- Conspiring with other students to cheat on an examination.
- Stealing, possessing, or using a stolen exam.
- Compiling, providing, or using a list of unauthorized answers or questions for an examination.
- Changing a grade(s) in the teacher's grade book, Aries/ABI system or other school document.
- Plagiarizing a significant part of a term paper or major research paper.

ACTIONS AND CONSEQUENCES FOR MORE SERIOUS OFFENSES:

1. Teacher sends disciplinary referral to the counselor.
2. Counselor arranges a conference with the parent, teacher, and administrator.
3. Student is suspended for 1-5 days.
4. Counselor places the student on contract for all classes for the remainder of the student's enrollment at El Dorado.
5. Student is withdrawn from the class with a failing grade and a mark of unsatisfactory ("U") in citizenship.
6. Administration removes the student from any and all elected or appointed co-curricular positions (i.e. ASB, athletic captains, club officers).
7. The student is subject to transfer to another high school depending upon the circumstances of the offense.

ANY SUBSEQUENT BREACH OF THE EL DORADO HIGH SCHOOL ACADEMIC HONESTY POLICY SHALL RESULT IN THE STUDENT BEING TRANSFERRED TO ANOTHER HIGH SCHOOL.

El Dorado High School Detention/Suspension Information

CLASSROOM DETENTIONS:

Are generally assigned by a teacher and can range in duration from **fifteen (15) minutes to forty-five (45) minutes**. Detentions are served in a specific classroom designated by the assigning teacher. Students are under the supervision of the assigning teacher.

AFTER SCHOOL DETENTIONS (ASD):

Can be assigned by Administrators, Counselors, Teachers, and Office personnel. Detentions are either **thirty (30) minutes** or **one (1) hour** in length and are served in a specific room, which has been designated as the El Dorado High School Detention Hall. **Detention Hall hours are from 2:55 p.m. to 3:55 p.m. Tuesdays, Wednesdays and Thursdays. Students who arrive late will not be admitted. Students who are disruptive or are not actively engaged with academic work will be dismissed and considered in violation of the Insubordination section of the EDHS Discipline Code of Conduct. The appropriate disciplinary consequences will be implemented for any Insubordinate students. Students are under the direct supervision of a Certificated employee.**

SATURDAY SCHOOL/ SATURDAY WORK PROGRAM: 7:55-12 noon (Students who arrive after 7:55am will not be admitted and detention hours will be doubled)

Consist of a **two (2) to four (4) hour** detention to be served on a designated Saturday morning beginning at **7:55 a.m.** Students are given a break in which they can purchase food and drinks. No food may be delivered to campus. The Saturday Work detention consists of physical campus beautification tasks which are consistent with the guidelines of Education Code 48900.6 (see below). Students should report in appropriate working attire. Students are under the direct supervision of Classified and Certificated Employees. Saturday School is **four (4) hours** in length, and the student must bring class work to work on. Students who are assigned to Saturday School are making up a full day absence or truancy. A certificated teacher oversees these students.

E.C. 48900.6 Disciplinary Action, Community Service

Instead of disciplinary action prescribed by this article, the principal of the school, the principal's designee, or the superintendent of schools, at his or her discretion, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section community service may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instance where suspension or expulsion is required by this article. (Add. Stats. 1993, Ch.212)

Students will be given a short break approximately halfway through the detention. A **SECOND ROLL CALL** will be taken in the **QUAD** area at the beginning and conclusion of this break. Students will be allowed to use the restrooms and drinking fountains at this time. **NO STUDENTS** will be allowed in the parking lots, off campus or behind buildings without supervision. **FINAL ROLL CALL** will be taken approximately **ten (10) minutes** before the end of the detention period in the **QUAD** area. **LEAVING ROLL CALL WITHOUT PERMISSION WILL RESULT IN DISMISSAL AND A REFERRAL FOR INSUBORDINATION.**

The following rules are in effect at all times during the Saturday Work Detention. **Violation of any rule constitutes a violation of the Insubordination Section of the EDHS Discipline Code of Conduct. The student will be dismissed from the Saturday Detention without credit and referred to their counselor for assignment of disciplinary consequences.**

SATURDAY WORK PROGRAM RULES

- Reading magazines, newspapers, writing notes/letters, or drawing is **NOT ALLOWED**
- Sleeping is **NOT ALLOWED**
- Eating and drinking is **NOT ALLOWED (except during break, food is for sale in lunch area). No food may be delivered to the campus during Saturday School/Saturday Work by parents, businesses, etc.**
- Radios, iPods, MP3's, CD players are **NOT ALLOWED**
- Use, or possession of any tobacco/drug/alcohol/intoxicant/or paraphernalia is **NOT ALLOWED**
- Student/Parent will be financially responsible for any damage caused by intentional misuse to tools.
- Proper shoes required. **NO SANDALS ALLOWED**

SATURDAY SCHOOL

- Student must bring class materials

**El Dorado High School
Bell Schedule
2012-2013**

Monday

Activity/Period	Start Time	End Time	Minutes
Collaboration	7:25	8:15	50
Period 0	7:53	8:23	30
Period 1	8:30	9:20	50
<i>Passing</i>	9:20	9:27	7
Period 2	9:27	10:17	50
Break	10:17	10:27	10
<i>Passing</i>	10:27	10:34	7
Period 3	10:34	11:24	50
<i>Passing</i>	11:24	11:31	7
Period 4	11:31	12:21	50
Lunch	12:21	12:51	30
<i>Passing</i>	12:51	12:58	7
Period 5	12:58	1:48	50
<i>Passing</i>	1:48	1:55	7
Period 6	1:55	2:45	50

NOTE: Students who take PYLUSD buses will be picked up at their regular time.

Tuesday-Friday

Activity/Period	Start Time	End Time	Minutes
Period 0	6:50	7:48	58
Period 1	7:55	8:50	55
<i>Passing</i>	8:50	8:57	7
Period 2	8:57	9:57	60
Break	9:57	10:07	10
<i>Passing</i>	10:07	10:14	7
Period 3	10:14	11:09	55
<i>Passing</i>	11:09	11:16	7
Period 4	11:16	12:11	55
Lunch	12:11	12:41	30
<i>Passing</i>	12:41	12:48	7
Period 5	12:48	1:43	55
<i>Passing</i>	1:43	1:50	7
Period 6	1:50	2:45	55