

# **Union Mine High School Mountain View High School**

**“Home of the Diamondbacks”**

**2012 - 2013  
Student Handbook**



**6530 Koki Lane  
El Dorado, CA 95623  
(530) 621-4003  
<http://umhs.eduhsd.k12.ca.us>**

# ADMINISTRATION

Tony DeVille, Principal

**(530) 621-4003 x4120**

[tdeville@eduhsd.k12.ca.us](mailto:tdeville@eduhsd.k12.ca.us)

Assistant Principals

**(530) 621-4003 x 4121**

Jennifer Myers-Assistant Principal

Students with last names starting A-La

Principal, Mountain View

[jmyers@eduhsd.k12.ca.us](mailto:jmyers@eduhsd.k12.ca.us)

Counselors

**(530) 621-4003 x 4215**

Denise DeRosa-Director of

Guidance

Students with last names starting with A-L

[dderosa@eduhsd.k12.ca.us](mailto:dderosa@eduhsd.k12.ca.us)

Chuck Palmer-Assistant Principal

Students with last names starting with Le-Z

[cpalmer@eduhsd.k12.ca.us](mailto:cpalmer@eduhsd.k12.ca.us)

Kim Secor-Leigh -Counselor

Students with last names starting with K-P

Special Education and Mountain View

[ksecor@eduhsd.k12.ca.us](mailto:ksecor@eduhsd.k12.ca.us)

Mike Ziegler-Counselor

Students with last names starting with Q-Z and AVID

[mziegler@eduhsd.k12.ca.us](mailto:mziegler@eduhsd.k12.ca.us)

Jennifer Slinger, Activities Director

**(530) 621-4003 x4327**

[jslinger@eduhsd.k12.ca.us](mailto:jslinger@eduhsd.k12.ca.us)

Dave Johnson, Athletic Director

**(530) 621-0392**

[davejohnson@eduhsd.k12.ca.us](mailto:davejohnson@eduhsd.k12.ca.us)

Kelly Plunkett, Probation Officer

**(530) 621-4003 X 4999**

[kplunkett@eduhsd.k12.ca.us](mailto:kplunkett@eduhsd.k12.ca.us)

# **Mission Statement**

**Union Mine High School will support students in the development and improvement of personal and academic skills in an environment of collaboration, trust, and respect.**

## **UMHS ALMA MATER**

Nestled in the golden country  
To your name we hail  
Union Mine our pride and honor  
Always will prevail  
Triumphantly we hail to you  
In burgundy and blue  
Our allegiance we do pledge  
FOREVER TO BE TRUE

## 2012-2013 Union Mine Academic Calendar

<b>School Opens</b> .....	<b>Thursday, August 9<sup>th</sup>, 2012</b>
Labor Day Holiday.....	Monday, September 3 <sup>rd</sup> , 2012
PSAT.....	October 17 <sup>th</sup> , 2012
<b>First Semester Ends</b> .....	<b>October 12<sup>th</sup>, 2012</b>
CAHSEE Testing .....	November 6 <sup>th</sup> & 7 <sup>th</sup> , 2012
Veterans Day Holiday.....	Monday, November 12, 2012
Thanksgiving Holiday.....	Monday, November 19 <sup>th</sup> -Friday November 23 <sup>th</sup> , 2012
<b>Second Semester Ends</b> .....	<b>Friday, December 21<sup>th</sup>, 2012</b>
Winter Holidays.....	Monday, December 24, 2012-Friday, January 11 <sup>th</sup> , 2013
<b>School Begins</b> .....	<b>Monday January 14<sup>th</sup>, 2013</b>
Martin Luther King, Jr. Holiday.....	Monday, January 21 <sup>st</sup> , 2013
Lincoln's Day Holiday.....	February 15 <sup>th</sup> , 2013
Washington's Day Holiday.....	February 18 <sup>th</sup> , 2013
CAHSEE Testing .....	March 12 <sup>h</sup> & 13 <sup>th</sup> , 2013
<b>First Semester Ends</b> .....	<b>Friday, March 22<sup>th</sup> 2013</b>
Spring Break .....	Monday, March 25 <sup>th</sup> -Monday, April 1 <sup>st</sup> , 2013
CST Testing .....	April 24, 25, 30 & May 1 <sup>st</sup> 2013
AP Testing.....	May 6 <sup>th</sup> - May 16 <sup>th</sup> , 2013
CAHSEE Testing .....	May 14 <sup>th</sup> & 15 <sup>th</sup> , 2013
<b>Second Semester Ends</b> .....	<b>Friday, May 31<sup>th</sup>, 2013</b>

### Collaboration Days-Early Release- 1:20 p.m.

#### AUGUST

(M)August 13  
(M)August 27

#### SEPTEMBER

(M)September 10  
(M) September 24

#### OCTOBER

(M)October 8  
(M)October 22

#### NOVEMBER

(M) November 5  
(M)November 26

#### DECEMBER

(M) December 10

#### JANUARY

(M) January 14  
(M) January 28

#### FEBRUARY

(M)February 11

(M)February 25

#### MARCH

(M) March 18

#### APRIL

(M) April 15

(M) April 29

#### MAY

(M) May 13

**UNION MINE HIGH SCHOOL**  
**BELL SCHEDULE 2012/2013**

<b>REGULAR BELL SCHEDULE (1)</b>			
<b>CLASS</b>	<b>START</b>	<b>END</b>	<b>TIME</b>
<b>Zero Block</b>	<b>6:50</b>	<b>7:43</b>	53 Minutes
Passing	7:43	7:50	7 Minutes
<b>BLOCK 1</b>	<b>7:50</b>	<b>9:20</b>	90 Minutes
Nutrition Break	9:20	9:30	10 Minutes
Passing	9:30	9:37	7 Minutes
<b>BLOCK 2</b>	<b>9:37</b>	<b>11:11</b>	92 Minutes
Passing	11:11	11:18	7 Minutes
<b>BLOCK 3</b>	<b>11:18</b>	<b>12:48</b>	90 Minutes
Lunch	12:48	1:18	30 Minutes
Passing	1:18	1:25	7 Minutes
<b>BLOCK 4</b>	<b>1:25</b>	<b>2:55</b>	90 Minutes

<b>WEDNESDAY-D-BACK SCHEDULE (2)</b>			
<b>CLASS</b>	<b>START</b>	<b>END</b>	<b>TIME</b>
<b>Zero Block</b>	<b>6:50</b>	<b>7:43</b>	53 Minutes
Passing	7:43	7:50	7 Minutes
<b>BLOCK 1</b>	<b>7:50</b>	<b>9:05</b>	75 Minutes
Nutrition Break	9:05	9:15	10 Minutes
Passing	9:15	9:22	7 Minutes
<b>BLOCK 2</b>	<b>9:22</b>	<b>10:37</b>	75 Minutes
Passing	10:37	10:44	7 Minutes
<b>DBTV/DBack</b>	<b>10:44</b>	<b>11:41</b>	57 Minutes
Passing	11:41	11:48	7 Minutes
<b>BLOCK 3</b>	<b>11:48</b>	<b>1:03</b>	75 Minutes
Lunch	1:03	1:33	30 Minutes
Passing	1:33	1:40	7 Minutes
<b>BLOCK 4</b>	<b>1:40</b>	<b>2:55</b>	75 Minutes

<b>UMHS COLLABORATION/MINIMUM DAY SCHEDULE (3)</b>			
<b>CLASS</b>	<b>START</b>	<b>END</b>	<b>TIME</b>
<b>Zero Block</b>	<b>6:50</b>	<b>7:43</b>	53 Minutes
Passing	7:43	7:50	7 Minutes
<b>Block 1</b>	<b>7:50</b>	<b>8:56</b>	66 Minutes
Nutrition Break	8:56	9:06	10 Minutes
Passing	9:06	9:13	7 Minutes
<b>Block 2</b>	<b>9:13</b>	<b>10:24</b>	71 Minutes
Passing	10:24	10:31	7 Minutes
<b>Block 3</b>	<b>10:31</b>	<b>11:37</b>	66 Minutes
Lunch	11:37	12:07	30 Minutes
Passing	12:07	12:14	7 Minutes
<b>Block 4</b>	<b>12:14</b>	<b>1:20</b>	66 Minutes
<b>Collaboration</b>	<b>1:20</b>	<b>3:00</b>	100 Minutes

# Back to School/ Parents on Campus

Back to School: August 23, 2012

Back to School: January 24, 2013

Parents on Campus: April 11, 2013

## UNION MINE HIGH SCHOOL (4 X 4 Schedule)

<b>1<sup>st</sup> Term</b>				
<b>Reporting Period</b>	<b>Grade Period Ends</b>	<b>Grade Window Opens</b>	<b>Grade Window Closes</b>	<b>Grades Sent Home</b>
Progress Report – Term 1	Fri., Sept. 14	Tues., Sept. 11	Tues., Sept. 18	Fri., Sept. 21
Semester 1 Report Card	Fri., Oct. 12	Tues., Oct. 9	Tues., Oct. 16	Fri., Oct. 19
Progress Report	Fri., Nov. 9	Tues., Nov. 6	Tues., Nov. 13	Thrs. Nov. 16
Semester 2 Report Card	Fri., Dec. 21	Tues., Dec. 18	Tues., Jan. 15	Fri., Jan. 18
<b>2<sup>nd</sup> Term</b>				
Progress Report – Term 2	Fri., Feb. 14	Tues., Feb. 11	Tues., Feb. 20	Fri., Feb. 22
Semester 1 Report Card	Fri., Mar. 15	Tues., Mar. 12	Tues., Mar. 19	Fri., Mar. 22
Progress Report	Fri., Apr. 26	Tues., Apr. 23	Tues., Apr. 30	Fri., May 3
Semester 2 Report Card	Fri., May 31	Tues., May 28	Tues., June 4*	Fri., June 7*

\*During summer intersession

# THE RESPONSIBILITIES OF STUDENTS AT UNION MINE HIGH SCHOOL

**Discipline Philosophy:** The focus of the staff at Union Mine High School is to help students get the finest education possible, not to impose rules or discipline upon them. Every high school, however, just like every civilized society, must have rules and the means to enforce those rules to ensure everyone's safety and promote an orderly school environment.

The focus of Union Mine High School's discipline policy is the acceptance of personal responsibility for one's actions. When problems occur, every reasonable effort will be made to rectify them to the mutual satisfaction of all concerned. Students who choose to behave irresponsibly must expect to be held accountable for their behavior. Students who repeatedly violate other students' right to learn will not be allowed to remain at Union Mine High School.

**Knowledge of the Rules:** As a student at Union Mine High School you are expected to know and obey the rules and regulations of the school. As a young adult, you are responsible for knowing what is expected of you. Basically, what is expected is mature and responsible behavior. A careful review of this handbook, however, should help clarify more specifically what is expected of you.

## Assistance Directory

Topic	Contact	Extension
Attendance	Kim Hopwood	4114
Athletics	Ms. Hamilton, Administration Office	4125
College/University/Career Information	LeeAnn Galbraith, Career Center	4206
Student Employment/Work Permit	LeeAnn Galbraith, Career Center	4206
Guest Passes (dances)	Assistant Principals' Office	4121
Student Handbooks	Assistant Principals' Office	4215
ID Cards	Ms. Slinger C207	4327
Lost and Found	Administration Office	4121
Moving/Changing Schools	Ms. Felcher, Counseling Office	4216
Poster Approval	Ms. Slinger C207	4327
Schedule Changes	Counseling Office	4215
Discipline (change/clear detention, etc.)	Assistant Principals' Office	4121
ABI Student/Parent Access/Independent Study Contracts	Carolyn Burkett, Counseling Office	4215
Appointment with Counselor	Carolyn Burkett, Counseling Office	4215
Appointment with Assistant Principal	Jessica Sarns, AP Office	4121
Appointment with Principal	Janet Brown, Administration Office	4120

## **ABI**

ABI (Aeries Browser Interface): The ABI grade book is required by the EDUHSD for the reporting of Student progress, achievement and grades. Teachers are expected to update grades for a regular classroom assignment within 48 hours. Larger projects and exams should be updated within 5 days of due date. This is a great tool for parents to monitor students' homework, projects, and upcoming exams. Please visit our home page and click on the link for ABI for your account and user name. If you need assistance, please contact the counseling office.

## **Attendance**

Students are expected to cultivate habits of regular and punctual attendance. School attendance is mandatory for all students up to age 18. Should a student fail to clear an absence within **48 hours**, he/she will be given the appropriate number of detentions/Saturday schools. Calling the school or providing a note will clear the truancy and the assigned consequences. Parents are expected to report any absences to the attendance office on the day of the absence. To report an absence call:

**(530) 621-4003 press 1**

### **Three Ways to Clear an Absence:**

1. Call the attendance office on the day of the absence (621-4003, press 1)  
**State your name, your student's name, the date(s) of the absence and the reason for the absence.**
2. Write a note with the same information as above. Make sure your student gives the note to the attendance clerk **on the day** they return.
3. When the school's automatic dialer calls your home, respond to the message with the same information as above (parent/guardian only).

**Check-In Policy:** Students arriving late to school **MUST** check-in through the Attendance Office with a note from a parent. Absences not cleared within 48 hours will be subject to discipline for truancy. Absences cannot be cleared after 48 hours and will remain a truancy on the student record for the remainder of the year.

**Check-Out Policy:** Students who need to leave school early must check out through the attendance office with a note from a parent. Leaving campus without properly checking out will result in a detention. Note: Students are not allowed in the parking lot at any time unless they are leaving campus with an early dismissal. Being in the parking lot without a pass granted by the assistant principals' office will result in being searched and a Saturday school.

**Pre-arranged absences:** Students who will be absent for five or more days **MUST** complete a pre-arranged absence form available **ONLY** from the Counseling Office **several days in advance of the planned departure**. All work is due on the day the student returns to school. Absences extending beyond 2 weeks must be approved by the principal.

**Hall Sweeps:** Hall sweeps are conducted unannounced on a regular basis. *Students who are picked up in the sweeps will receive administrative detentions regardless of previous tardy history.*

Note: Students who are continually tardy, truant or picked up in hall sweeps are subject to SARB and or a behavior hearing that may result in a transfer from UMHS to an alternative site. In addition other consequences for multiple tardies and truants may include: Saturday schools, principal conference or suspensions. Please be on time to every class every day.



**Eighteen-Year Old Absence Excuses:** When a student reaches the age of 18, he/she may request from their assistant principal the privilege of clearing legally excused absences. Eighteen-year old students must call the attendance office any day they are absent to clear their absence. Should a student's attendance become irregular, the privilege of writing one's own excuse will be revoked.

**Perfect Attendance:** Recognition is given to students who have perfect attendance annually. Perfect attendance is defined as not missing any period for any reason (excused or unexcused) for the entire year. (School activities excluded.)

**Make-up work:** A total of two school days will usually be allowed to make up each day of absence. Students absent due to school-sponsored activities may be required by a teacher to make up work before the absence. A student who is absent on the day of a test may be required to take the test on the day of his/her return. If the absence falls on the day of an assignment due date that was known in advance by the student, the student may be required to submit the assignment on the day of the return. If sufficient make-up time is not possible at the grading period, the teacher may issue an "I" (Incomplete) grade. The student has a maximum of two weeks after the grading period to complete all incomplete assignments.

**Truancy and Homework Policy:** Students who miss schoolwork because of truancy or other deliberate actions should not expect to receive credit for the time missed, nor should they expect the opportunity to take any missed tests for credit.

**SART:** Student Attendance Review Team: Students with 6 days or 18 periods of unexcused, unverified absences (truant) will be scheduled for a SART conference to sign an attendance improvement contract. During a SART meeting, the parent/guardian and student will be given notification of student attendance, attendance laws and attendance expectations. Specific strategies (daily attendance verification, communication with teachers) are discussed and expected to be implemented. The student will be assigned Saturday Schools (s) to make up for missed days.

**SARB:** Student Attendance Review Board: Student who failed to improve after the SART meeting will be referred to the office of child and welfare to schedule a Student Attendance Review board Hearing (SARB). After the SARB hearing, the student will be referred to the District Attorney's Office and the Department of Human Assistance. A Student's driving privilege may be revoked and parents may be charged with violation of Penal Code 272 for contributing to the delinquency of a minor.

### **Automated Caller**

UMHS has an automated phone system to notify student, parents/ guardian of absences. UMHS must have a current home telephone number on file. When the automated attendance caller calls, students need to write down the recorded absences to verify with their teachers any possible marking errors and clear within 48 hours. Thank you for your cooperation in keeping our attendance data accurate.

## **Bicycles and Bike Cage Rules and Regulations**

The bike cage is located on the east side of the Attendance Office. Students should secure their bikes with a quality lock and chain/cable at all times. Bicycles are not to be ridden on campus or in the hallways. Violation of this rule will result in a referral and the confiscation of the bicycle. It will only be released to a parent or guardian. *The school does not assume responsibility for the loss or damage to any bicycle brought on campus.*

## **Balloons/Flowers**

Do not bring/deliver balloons/flowers/gifts to students during instructional time. Students are not permitted to have flowers or balloons in the classroom because they are distractions that have no educational purpose. If a student brings or receive balloons/flowers, they will be stored in the Main Office until the end of the school day. The school is not responsible for damages or theft of these items.

## **Bus Passes**

Bus passes can only be purchased from the district office. Transportation questions? Call 1-530-622-5081, ext 7200 or 7249.

## **Cafeteria**

### **Della Burt (Cafeteria Manager) 1-530-621-4003 ext 4611**

The Union Mine High School Cafeteria offers a full lunch menu as well as a-la-carte items. The cafeteria and the Snack Bar are open during lunch and snack break.

### **Free and Reduced Lunch Applications:**

You must fill out a new form every year. Students must turn in all lunch applications by September 20th, 2010 to the district office to Kelly Parker. If you need support in getting your form to the district office please drop it off to Sandy Browne at Union Mine High School. Students must fill out the applications completely (all boxes that apply). Students should only complete one application. Please include all the students in the household. Students will receive their pin in the mail from the district office. Students who have existing numbers and renew their application will be able to keep their original number.

### **Cafeteria Policies:**

- Please wait your turn in line. If you are caught cutting you will be sent to the back of the line and given a detention.
- Only use your assigned lunch number. Do not give your lunch number to anybody. Using a lunch number that is not yours is considered theft and consequences will be assigned accordingly.
- Do not take food or drinks without paying for them.
- Do not under any circumstance throw food on campus or in the cafeteria. Clean up and consequences will be assigned.
- Please help us to keep our Cafeteria clean. Pick up after yourself. If you are caught leaving your food mess, you will help clean the entire cafeteria after lunch is over.

### **Snack and Lunch Areas:**

Students may enjoy lunch both inside the cafeteria and in the designated lunch areas.

## **Cheating**

Cheating is detrimental to an effective education and will not be tolerated. Consequences may include an “F” on the assignment, parent notification/conference, suspension, and/or failure of the class. Cheating includes sharing your work with others, copying someone else’s work, submitting someone else’s work with your name and plagiarism.

## **Closed Campus**

Students must remain on the campus until their school day is completed. Students may only leave campus with parent permission and with an off-campus pass from the Attendance Office. Students may not leave the campus during lunch period without specific written permission from the administration. Violation of this rule will result in assignment of detention or Saturday School. Students who drive other students off campus will receive a Saturday school for the first offense. Repeated incidents may result in suspension. ***Students who are in the parking lot or out of bounds without a pass will be searched and receive a Saturday school or suspension.***

## **Confiscated Items**

Confiscated items are kept in a locked drawer in the Assistant Principals’ office. Students and or/parents (when required) can pick up the items. All cell phones confiscated must be picked up by a parent. Phones are not returned directly to students.

## **Dances**

Union Mine students enjoy school dances as part of the school philosophy of an extensive extracurricular program. The following guidelines will ensure continual success in these activities:

- All fines must be paid or cleared 24 hours before the final day of ticket sales. A current Union Mine I.D. card is required to purchase tickets. Students and guests must present a picture I.D. to be admitted to dances.
- Students will conduct themselves in a socially acceptable manner in dress and actions. All students will be issued a wristband upon entering the dance. Violations of dance policy will result in a warning and the removal of the wristband. A second violation will result in removal from the dance. (See #3 below)
- Students removed from a dance for any infraction are prohibited from attending the next school dance. (even if they are in subsequent years)
- Students who plan to bring a guest to the dances must obtain a guest application from an administrator and return the completed forms one week prior to the date of the dance. The student, the parent, and an assistant principal must sign it. A guest is the responsibility of the inviting student and must follow school regulations while on campus. Students’ guests must be enrolled in high school. Guests are allowed at the Homecoming, Sadie’s, and Prom dances. Students who bring a guest assume discipline consequences for that guest.
- UMHS only Friday dances start at 7 p.m. and end at 10 p.m. The deadline for arriving at a dance is 8 p.m. No one will be admitted after that time.
- Students or guests who leave the dance will not be readmitted, and must leave campus immediately. Students and guests must leave the dance and the school

grounds immediately after the dance is over (10 PM for UMHS Friday dances and 11PM for Saturday dances).

- For Homecoming, Sadies, and Prom dances, guests who are over 20 years of age must meet the following requirements:
- Host students must fill out and return a specialized application for a guest pass from their assistant principal a minimum of one week before the dance date. After research, the school reserves the right to deny a guest pass.
- Guest passes may only be purchased by the person bringing the guest.
- We expect parents to pick students up from the school dances in a timely manner. (Students who are not picked up within 15 minutes of the dance ending will lose the privilege of attending the next dance).

### **Dance Procedures/Guidelines:**

- No back-to-front dancing.
- When facing your partner, at least a hands distance must separate partners.
- Partners may slow dance in a hug position; however, this must be appropriate
- No body parts other than feet may be touching the dance floor.
- No wrapping of one's legs around another person.
- No grinding, touching, or rubbing another person in a distasteful manner.
- No moshing or body surfing at any time.
- No glow stick mouth wafers allowed (potential choking hazard.)

### **Consequences:**

**First Warning = loss of wristband.**

**Next warning = removal from the dance and loss of participation in the next dance.**

## **Defiance**

Defiance is the refusal to obey lawful authority. Students at Union Mine who defy any member of the school staff may be suspended. Teachers and other members of the staff are required by district policy and state law to provide supervision of students. They can only do this if the students are willing to follow directions. It is essential, therefore, that students acknowledge the lawful authority of school officials.

**DISCIPLINE POLICY:**  
**See back of Handbook**

# Dress Code

Students of Union Mine High School are expected to dress in a manner that is consistent with the following guidelines and regulations of the County Health and Safety Department.

1. Midriffs may not be exposed. When a student stands with their arms down at their side, their shirt must at least touch the waist band of their shorts, pants or skirt. Low slung pants, skirts or shorts, with a short top are not acceptable.
2. Shirts must have two straps from front to back and a closed back. No halters or tube tops.
3. Shirts, skirts, skorts, and shorts must have a minimum of a 3 inch inseam and must provide ample coverage for the student's body.
4. Tank top style undershirts and corsets are not permitted. Boys' tank tops must not reveal the chest area.
5. Shorts and pants must be worn in such a manner that under garments are not showing.
6. See-through pants and transparent clothing are not acceptable. This includes but not limited to, thigh highs, fish nets, see through leggings or pants or any mesh items.
7. Shoes must be worn at all times. Students wearing foot apparel that is a risk to student safety such as stilettos, excessive high heels, etc will be asked to change.
8. Clothing, backpacks or notebooks that display obscene, racial, sexual, gang-related messages or that promote alcohol, tobacco or drugs are not acceptable.
9. Spiked jewelry is not allowed.
10. No bandanas, altered hats, "colors" or other gang attire are allowed at school.
11. Clothing with excessive holes, tears, rips, or excessively revealing are not permitted.

**The UMHS Administration works with the El Dorado County Gang Task Force and the El Dorado County Sheriff's Department regarding gang attire.**

**Students with inappropriate dress will be asked to change into appropriate loaner clothing. Discipline will be assigned for repeated violations of the dress code.**

# ***What Not To Wear at UMHS***



**No see through or**



**No strapless tops**



**No muscle shirts**



**No shirts with drugs**



**No short skirts**



**No altered caps,  
backpacks, notebooks**



**No bandanas  
No gang attire, no "colors"**



**No spiked jewelry**



**No exposed undergarments,  
male and female**



**No shirts with profanity  
or alcohol ads**



**No Chains over 6" long**

## **Drugs and Alcohol**

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

Repeat offense of drug/alcohol violations or a first offense for sales or possession for the purpose of sale will result in a suspension pending expulsion.

State law also forbids offering a substance for sale as a drug even though, in fact, the substance is not actually an unlawful drug.

**Note: Students with a prescription for a controlled substance (Norco, Vicodin, etc) must have their parent take to the medication to the nurse's office. It is a suspendable offense to be in possession of medications on a school campus even with a prescription. It is an expellable offense to share your prescription medication or to sell your medication to other students.**

## **Electronic Devices**

Union Mine administration recommends that students do not bring any electronic devices to school. **UM is not responsible for lost or stolen items or items left behind in locker rooms, bathrooms, or other venues on campus.**

**Cell phones**, music devices such as **iPods**, **CD players**, etc. **must be turned off and put away during class time.** If cell phones and/or CD players are out/being used during class time, they will be confiscated and sent to the office.

**Laser penlights** and **two way radios** are NOT permitted on campus at anytime. **Video cameras** are only allowed on campus with teacher permission.

**Consequences for violation of above rule include:**

**1<sup>st</sup> time** – Referral written by teacher, device sent to the office and parent must pick up the device.

**2<sup>nd</sup> time** - Referral written by teacher, device sent to the office. Device must be picked up by parent.-Detention Assigned.

**3<sup>rd</sup> time** - Referral written by teacher, device sent to the office. Device must be picked up by parent. Saturday School Assigned.

**4<sup>th</sup> time** – Referral written by teacher, device sent to the office, parent must pick up the phone, 1 day suspension (defiance)

**Union Mine is not responsible for lost or stolen electronic devices such as IPODS or cell phones.**

**We strongly encourage you to leave these items at home.**

# *Electronic Devices at UMHS*

## *Cell Phones, iPods, Music Players, Cameras & Pagers*

*The school is not responsible for lost or stolen electronic devices.*



Inappropriate use such as taking pictures in bathrooms, locker rooms, classrooms and pictures taken without permission of the person is prohibited at all times.



Absolutely NO use during class time. Devices must be turned off at all times.



Keep all devices out of sight in classroom or other instructional locations.

Students shall **TURN OFF, NOT USE, AND KEEP OUT OF SIGHT** all electronic devices during instructional time, whether in a classroom or other campus location. They shall also be **OFF and AWAY** while in the **school library, school assembly and bathroom**.

Students who violate this regulation shall be subject to disciplinary procedures as a willful defiance of school rules. The device may be confiscated by school personnel and turned into the office. Discipline consequences and parent pick-up may result.

Video cameras are only allowed on campus with teacher permission.



## **Extracurricular Eligibility**

Board Policy #5137 requires that all students participating in an extracurricular activity (e.g., athletics, cheerleading, clubs and/or organizations) must:

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

## **Harassment**

In the school setting, harassment (sexual) means any verbal, non-verbal, or physical behaviors of a nature that causes another student to feel uncomfortable at school or that interferes with a student's ability to be successful at school. If it is determined that this type of behavior has created an "intimidating, hostile, or offensive education environment," the student responsible will face suspension from school (Education Code 48900.2). A student who feels that he or she is a victim of this type of behavior should report it immediately to a teacher. **Harassment and bullying in ANY form will not be tolerated at UMHS. This includes name calling, threats, intimidations, etc. If you are being harassed please tell a teacher, counselor or your assistant principal so we can assist you. If you want to share information, ideas or a concern anonymously, please use our anonymous drop box located outside the attendance office. We check it daily.**

### **Physical Harassment:**

- Grabbing or touching someone
- Tearing or pulling at a person's clothing.
- Kissing or holding a person against his or her will.
- Impeding a person's movements or preventing a person from moving freely
- Pushing, shoving or intentionally bumping into someone
- Throwing objects at someone

### **Verbal Harassment:**

- Name calling
- Comments about body parts or rating someone's body
- Sexual suggestions or threats.
- Spreading rumors or stories
- Using sexual orientation, race, religion, etc. as an insult.
- Threats, intimidation

### **Nonverbal Harassment:**

- Staring or pointing at a person, person's body
- Making obscene gestures
- Displaying offensive material
- Writing or sharing something inappropriate about another person
- Writing peoples' names along with derogatory or sexual remarks, suggestions, or drawings in public places, including in any form published to the Internet

### **Electronic Harassment:**

- Texting threats, pictures, or inappropriate comments to or about another person
- E-mailing threats, pictures or inappropriate comments to or about another person
- MySpace or Facebook: posting rude or inappropriate comments, photos or threats

## **Sexting**

The taking and sharing of sexual pictures/ nudity of self or others is strictly prohibited. Administration will search cell phones, contact law enforcement and parents, and students will receive a suspension. Do not send or share sexual/nude photos of yourself or others.

## **ID Cards**

Each student is issued a Student Identification Card that must be carried at all times. Upon request by school personnel, a student must show the I.D. card. These cards remain the property of the school and must not be lost. Examples of specific occurrences that may require presentation of a student I.D. card are: athletic events, dances, at the attendance office, using resources in the library, etc. Students are urged to keep their cards safe, as there will be a charge of \$10.00 to replace lost cards. Random card checks are held. If a student is not in possession of his/her ID card a detention will be assigned.

## **Littering**

Students are expected to assist in keeping our campus clean. Sufficient trash cans are placed strategically about the campus and in the cafeteria to enable everyone to avoid littering with minimal effort. Students observed walking away from a mess on a cafeteria or patio table, or otherwise creating litter, will be given clean-up duty or other more serious discipline consequences to remind them of their responsibility to maintain a clean campus.

### **“1 + 1” works at Union Mine**

“Throw your trash away plus one more piece of trash that you find.”

## **Lost and Found**

Lost and Found items are put in a bin near the nurse's office. If you have lost an item, come to the attendance office and ask to look through the items.

## **Medication**

Students are not allowed to carry any medication on campus, **including over the counter drugs**. Medication **must** be kept in the nurse's office. A form **signed** by the doctor must be on file.

## **“No-Go List”**

Students on the “No-Go” List are excluded from participating in any school dances, sporting events and other school sponsored extra-curricular activities. Student will be placed on the “No-go” List for the following reasons:

- Suspension from school. One (1) day of suspension=one week on the “No-Go” List beginning the day of return from the suspension.
- Any current no-shows for detention or Saturday school-students will remain on the “No-go” List until all no shows are cleared by an administrator. (No outstanding discipline.)

- Students placed on an attendance (SARB) contract will be placed on the “No-Go” List until attendance improves to 95% for the current month.
- Union Mine has developed a merit system to recognize behavior. See discipline. This also pertains to students eligible or ineligible to attend school functions.

### **Off Limit Areas**

Certain areas on and around campus of Union Mine are off-limits to students. They are as follows:

- The Student and Faculty Parking Lots during classes, passing breaks, Nutrition Break and lunch.***
- The areas around E, H, N, P, the back of R and S, the B and lower C hallway, and the front of D building during lunch periods.
- All athletic fields, dugouts, and undeveloped areas except when assigned to classes being conducted there under teacher supervision.
- Other areas as announced in the Daily Bulletin if/as they occur.

### **Phones**

**Office phones** are for emergency use only. Students who are ill need to use the phone in the nurse’s office. **A Pay telephones** is located outside the Administration office. **Cell phones** may be used only during non-class time. **During class time cell phones must be turned off and put away.**

### **Rallies and Assemblies**

Rallies and assemblies are provided for students’ benefit and enjoyment. Students are to be courteous and attentive to the performance/presentation. Improper behavior will result in student removal and detention assignment. Students are to go to the assemblies with their teacher and stay with their class. Students are not allowed to use cell phones during this time.

### **School Newsletter**

The Principal’s Newsletter is published weekly and is emailed to every UMHS family who request it. If you would like to get on the mailing list, please contact Janet Brown at ext. 4120 and provide her with your e-mail address. Important school information for all students and families is shared including special articles from the yearbook, counseling department, testing dates, athletics, career center services, cafeteria updates and the library. Get dialed in for other exciting happenings upcoming events by joining the newsletter chain.

### **Searches**

Per Ed Code and board policy BP 5145.12 students are subject to search when reasonable suspicion occurs. This includes the student’s person and possessions including but not limited to backpacks, cell phones, ipods, lockers and vehicles. Illegal items found during a search will be handed over to law enforcement. During a search or investigation involving law enforcement, parents will be notified at the discretion of law enforcement for safety purposes. Administration will be present during all searches and investigation. Items found in a student’s or parent’s vehicle on campus such as locking blade knives, utility knives, Swiss Army knives or any item deemed as a potential weapon is an expellable offense. Please clean out your car frequently and after any camping/fishing trips.

## **Skateboards/Scooters/Roller Blades/Bicycles**

Skateboards, scooters, roller blade-type inline skates are **not allowed on campus at any time**. Bicycles can be ridden to school and parked in the bicycle rack by the Administration office.

## **Snake Pit**



The Snake Pit is our student section for Basketball Games and other exciting events. We encourage UMHS students to have excellent sportsmanship and to respect our opponents. Please refrain from using taunting comments or body gestures. Students who continue to use negative or derogatory language during a sports event will be asked to leave and may receive additional school consequences. Students are not allowed to sit or stand on the first row of the bleachers for safety purposes. There are never drinks or food allowed in the gym. Thank you for supporting your teams and showing our UMHS pride.

## **Sporting Events (Basketball and Football Games)**

Students may not leave and re-enter a sporting event such as volleyball, football or basketball games. Once a student leaves the event, he/she is out for the rest of the event. Students are expected to follow all school rules and practice good sportsmanship. If a student is removed from a sporting event for poor behavior, they will not be allowed to attend any subsequent events for that sport during the season.

## **Student Relations**

It is the desire of Union Mine High School to encourage the development of new and long-lasting friendships. However, excessive public displays of affection are not allowed. Students who engage in inappropriate behaviors will face appropriate discipline consequences.

## **Student Services**

### **Counseling Services:**

Are you unclear about career options? Not sure about college? Are you unsure of what classes to take? Personal Problems? Job opportunities? Scholarships? College representative visits? Unanswerable questions? Your counseling staff can help you. Make an appointment by visiting the counseling office and filling out a request form.

## Counseling staff

Counselor	Students Served by Last Name	Phone Number	E-mail
DeRosa, Denise	Students Last Name A-J Director of Guidance	Ext 4215	<a href="mailto:dderosa@eduhsd.k12.ca.us">dderosa@eduhsd.k12.ca.us</a>
Secor-Leigh, Kim	Students Last Name K-P Special Education and Mountain View	Ext 4215	<a href="mailto:ksecor@eduhsd.k12.ca.us">ksecor@eduhsd.k12.ca.us</a>
Ziegler, Mike	Students Last Name Q-Z EL and AVID students	Ext 4210/4216	<a href="mailto:mziegler@eduhsd.k12.ca.us">mziegler@eduhsd.k12.ca.us</a>

## Additional Resources

Praker, Britt (School Psychologist) Ext 4213 bpraker@eduhsd.k12.ca.us  
Galbraith, LeeAnn (Career Center) Ext 4206 lgalbraith@eduhsd.k12.ca.us  
Felcher, Sam (Registrar) Ext 4216 sfelcher@eduhsd.k12.ca.us

### **AVID:** Advancement Via Individual Determination:

The mission of AVID is to ensure that ALL students will succeed in rigorous curriculum, complete a college preparatory path, be involved in mainstream activities and ascertain eligibility to a four year college directly from high school. UMHS AVID students explore colleges through field trips and speakers, work collaboratively with peers on challenging subjects and learn to problem solve through Socratic Seminars, college level note interpretation and hands on activities. Come take a look and see what AVID can do for you! Coordinator- Mike Ziegler.

### **Schedules:**

Student schedules are for the entire term, based upon student request and need. Students are expected to honor the commitment that they make when they sign up for a class, particularly in Advanced Placement classes. Students are fully expected to make a year of progress for each year that they spend in school.

### **Schedule Changes:**

Schedule change begins with a schedule change request form that must be signed by a parent and reviewed by your counselor to determine if the change is appropriate. Schedule changes are not permitted after the 2<sup>nd</sup> week of the new term.

### **Advance Placement Program:**

Union Mine offers AP classes in English, mathematics, social science, science, and world language. Qualified UC or CSUS applicants may qualify for bonus GPA points for AP classes. Students may earn college credit while in high school through AP. Students who pass AP exams will satisfy some college course requirements.

### **Office, Teacher Assistants:**

In order to apply for the position of Office/Teacher Assistant, students must be juniors or seniors. No more than 10 credits can be earned toward a teacher assistant position.

**Transcripts:**

Student transcripts list all the courses taken and credits earned. Student can request a copy of their transcript through the registrar's office (Sam Felcher). All official transcripts cost one dollar. Unofficial transcripts are free and can be obtained in the counseling office.

**Report Cards and Progress Reports:**

Permanent semester grades are issued on a quarterly basis for most classes and earn 5 credits. (October, December, March, May). Progress reports are issued four weeks prior to the permanent grade.

**Progress/Deficiency** notifications are issued to students and parents/guardians for student who are failing or working below grade expectations at the above mentioned progress reports, four weeks prior to the end of a grading period. **Students and parents need to contact teachers should they have any issue or concerns regarding grades. The best format to contact teachers is through e-mail. Email address can be found on the UMHS webpage at <http://umhs.edushd.k12.ca.us>.**

### **Technology Use Policy**

Use of school computers and access to the internet is a privilege.

When students use school computers they agree (to):

- Follow the directions of teachers and school staff
- Abide by the rules of the school and school district
- Obey the rules of any computer network you access.
- Be considerate and respectful of other users
- Use school computers for school-related education and research only.
- Not to use school computers and networks for personal or commercial activities.
- Not change any software or documents (except documents they create).

If the rules are not followed, students may be disciplined with suspension, expulsion and/or loss of computer privileges or be charged for any damages or repairs.

**Do Not** produce, distribute, access, use or store information that is:

- Unlawful
- Private or confidential
- Copyright protected
- Harmful, threatening, abusive, or denigrates others.
- Obscene, pornographic, or contains inappropriate language.
- Destructive to the desktop or the network system.

### **Textbooks and School Materials**

All Students will be provided with the textbooks needed in their classes. Students are responsible for the care and covering of their books. Lost, stolen, or damaged books must be paid within the year. Any outstanding balance owed will result in the withholding of the student's diploma and excluding from graduation ceremony participation (Education Code 48904 and 48904.3).

## **Tobacco**

The state and district believe that the use of tobacco and related substances are injurious to a student's health and should not be used. As a result of this belief, the school board has banned the possession or use of tobacco in any form, and related substances, from the high schools of the district. Students who possess or use any form of tobacco and related substances including match or lighters on their person or in their vehicles will receive progressive consequences according to district policy.

## **Truancy**

A truancy or “**cut**” is an absence from class without proper permission. Detentions or Saturday Schools are assigned for each “**cut**” from class or for the entire day absence. A student will also be assigned **1 additional hour of detention for leaving campus without checking out. See attendance section for detailed information.**

## **TUTORS: WE NEED YOU!!!**

**Academic tutors are needed for classroom assistance in the following subjects: Algebra, Science and English. Please contact your counselor if you are a junior or senior and would like to be a tutor and earn elective credits. Being an academic tutor is a fantastic way to earn community service or volunteer credit and can be added to your college resume.**

## **Vehicle Use/Parking and Regulations**

Student must register their car on line and take their printed form to the assistant principals' office to obtain a parking pass sticker good for the 2012-2013 school year. All vehicles parked in the UMHS parking lot must be registered to the school and have a parent permission slip and acknowledgment of rules on file.

All students must observe the California vehicle codes and UMHS driving and parking rules. Violation of any of the following listed rules/laws will result in revoking the students' privilege of using or parking his/her vehicle on school property and/or issuing of a citation by the El Dorado Sheriffs Department.

- Parking is limited to the student parking lots. Students parking in visitors' areas or the staff parking lot will be assigned the appropriate disciplinary consequence.
- Students must leave their vehicles immediately upon parking.
- Once parked, students are prohibited from going to their car at any time without a valid authorization from the assistant principals' office.
- There is no loitering in any parking lot before or after school. Parking lots are off-limits during the school day, including during passing periods, Nutrition Break, and lunch. Students caught

in the parking lot for any reason without a pass may be searched and will receive a Saturday School.

- Per closed campus policy, students are not permitted to leave the parking lot during school hours without a valid early dismissal, except students with ROP classes at another campus, shortened day schedule or currently enrolled at a college. Students who leave campus and return without a proper check out will be searched and given consequences accordingly.
- Students' vehicles are subject to search and all items in the vehicle are the student's responsibility. Items such as pocket knives, ammunition, leathermans, swiss army knives, or anything that can be construed as a weapon are expellable offenses. Please be sure to clean your car out prior to driving on campus.
- Maximum speed limit it 5 mph or less when deemed necessary by school staff.
- Cruising and loud music are prohibited
- U-turn or doughnut turns in parking lot are prohibited.
- Buses have the right of way.
- UMHS is not responsible for theft or vandalism to any vehicles on campus.

### **Visitors on Campus**

All visitors must report to the Front Office to sign in and obtain a Visitor's Pass. Minors are not allowed to visit unless accompanied by a parent/guardian (or a responsible adult with prior approval by an administrator).

### **Discipline**

#### **Students Rights:**

- To receive a comprehensive education
- To be informed about school and district rules and regulations pertaining to students
- To attend school and classes unless removed under due process as specified in the Education Code and District procedures
- To attend school in an academic and social climate that is free from fear and violence
- To receive fair and reasonable treatment from those who are responsible for enforcing standards and student contract.

#### **Student's Responsibilities:**

- To attend school every day and be on time for every class
- To bring required materials and assignments to class daily
- To resolve differences with others in a positive way
- To remain drug, alcohol and tobacco free.



- To follow school dress code and dress appropriately at school and at school functions.
- To respect school property and the property of others
- To be quiet and cooperative in class, remaining in seat and refraining from improper physical contact with others.
- To behave in such a way that it does not disrupt the learning of others
- To refrain from cheating/plagiarism
- To refrain from personal grooming in class (including using lotions, lipstick, brushes, combs, etc).
- To bring appropriate information to school when absent or late.
- To bring appropriate school communications home to parents.
- To follow directions and request of school personnel.
- To be courteous and respectful to school staff, another students and the public.
- To keep the campus clean and to dispose of all litter/trash properly.

### **Campus Beautification:**

In lieu of some disciplinary actions, students may be assigned to Campus Beautification. The students will help keep the campus and cafeteria clean. Parent permission required. Students may also have the option of reducing Saturday school hours by participating in campus beautification.

### **Detention:**

Detentions may be assigned by a teacher or an Assistant Principal. If a student does not show up for their detention after being given their reminder slip, they will receive a Saturday school. Detentions are held after school from 3:00-3:45.

**Demerits/Citizenship Grade:** In order to provide parents and students with feedback regarding students' classroom behavior, a citizenship grade may be provided by each instructor. Demerits will be used to both recognize students as exemplary students and to help identify students at risk so we can work with parents early in the year to help promote positive changes.

### **Saturday School:**

Saturday School is held from 8:00 AM to 12:00 PM. Failure to serve assigned Saturday School will result in a suspension the following school day. Students arriving after 8:00 AM will be given a detention for every 15 minutes the student is late. Students must work on school work or read a book. Students may not have their head down, listen to their ipod or sleep during Saturday school.

### **Suspension:**

Suspension is the temporary removal of a pupil from his/her regular classroom by a teacher or from school by an administrator. Students will be suspended (1) when other means of correction have failed, (2) when the student's continued presence on campus is considered by the administration to be dangerous or disruptive to others, and (3) for specific serious offenses. Students who have been suspended from school may not return to the Union Mine High School campus or to any other school campus during this suspension. Supervision of a student on suspension is the responsibility of the student's parents/legal guardians. Students are not allowed to participate in or attend any school activities, including practices and/or rehearsals, until the day after the last day of suspension.

**Grounds for Suspension and Expulsion:** Students may be suspended from school or recommended for expulsion when the superintendent, principal, or principal's designee at the school in which the student is enrolled determines that the student has committed any of the acts listed below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in the Health and Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053 et seq., alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any other person another liquid, substance, or material, and represented same as controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products (except as an ingredient of a prescribed drug that requires ingestion during school hours), including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Sexual harassment (Conduct described as sexual harassment must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.)
14. Caused, attempted to cause, threatened to cause or participated in an act of hate violence. (Definition of hate violence: any act punished under the following sections of the Penal Code: 422.6, 422.7, and 422.75.)
15. Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

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

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

Suspension is the temporary removal of a pupil from his/her regular classroom by a teacher or from school by an administrator.

**In-School Suspension:**

A student may be suspended up to five days of school at a given time. If the student is suspended "in-school," he/she must come to school and spend the entire school day in the "in-school" suspension room.

Students will be provided work to complete during In-School suspension. **Students are not allowed to participate in or attend any school activities, including practices, games, dances, etc. during suspension.**

**Out of School Suspension:**

Students will be suspended: (1) when other means of correction have failed, (2) when the student's continued presence on campus is considered by the administrator to be dangerous or disruptive to others, (3) and for specific serious offenses. Students who have been assigned out-of-school suspension may not be on any EDUHSD campus during the suspension. Students are not allowed to participate in or attend any school activities, including practices, games, dances, etc. during the suspension.

**Expulsion:**

For serious infractions, a student may be expelled from the schools in the EDUHSD by the Board of Education. See Disciplinary Notice for specifics.

## **Weapons**

Students are not allowed to possess or bring onto campus or to any surrounding property including parking areas, baseball fields and tennis areas any items that could be classified as weapons or dangerous instruments. Weapons or dangerous instruments include but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, zip guns, stun guns, tasers and any device capable of chemically propelling a projectile.
2. Cutting and puncturing devices: dirk, daggers, knives of any type, or razors.

Explosive and/or incendiary devices: pipe bombs, timed bombs, cap guns, containers or inflammable fluids, and other hazardous devices including pepper spray.

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

## **Acts of Violence, Use/Possession or Sale of Drugs**

Students bringing alcohol, or drugs on campus, on their person or in a vehicle parked on campus, or committing acts of violence against another person or persons will face suspension and the possibility of a recommendation of expulsion.

The use of alcohol or drugs at school, during a school activity or prior to coming to school will result in a suspension. A repeated offense will result in a recommendation for expulsion.

**Students' personal belongings, automobiles, cell phones and lockers are subject to search by school authorities if there is reasonable suspicion of an unsafe or illegal activity**

### **Discipline Guidelines**

<b>Referrals</b>	<b>Discipline (minimum)</b>		<b>Tardies</b>	<b>Discipline</b>
1 <sup>st</sup> Offense	Warning/Detention		1st Tardy	Warning
2 <sup>nd</sup> Offense	2 Detentions/Sat School		2 <sup>nd</sup> Tardy	Detention
3 <sup>rd</sup> Offense	3 Detentions/Sat School		3 <sup>rd</sup> Tardy	2 Detention
4 <sup>th</sup> Offense	Saturday School/Sus		4 <sup>th</sup> Tardy	1 Saturday School
5 <sup>th</sup> Offense	2 Saturday Schools/Sus		5 <sup>th</sup> Tardy	2 Saturday Schools
6 <sup>th</sup> Offense	Suspension+ Parent Meeting +Intervention		6 <sup>th</sup> Tardy	Day In School Suspension; Parent Meeting with Principal
7 <sup>th</sup> Offense	Suspension+ Behavior Contract+ Principal Conf		7 <sup>th</sup> Tardy	Out of school Suspension/Behavior Contract

**Note:** Referrals and tardies are totaled from all teachers/classes. Tardies are reset to zero at the beginning of each term, but referrals count for the entire school year. Students caught in a hall sweep (regardless of number of tardies) will receive an automatic detention. **Note:** Discipline consequences are at the discretion of the administrative designee and may vary upon severity of the offense and cooperation of student.

### **Failure to Serve Saturday School:**

<b>Number</b>	<b>Discipline</b>
1 <sup>st</sup> Failure to Serve	1 day of In-School Suspension
2 <sup>nd</sup> Failure to Serve	3 days of Suspension
3 <sup>rd</sup> Failure to Serve	3 days of Suspension + meet with principal; behavior contract

### Physical Education Non-Suit Policy

# of Non-Suits	Consequence	School Action
1 <sup>st</sup> and 2 <sup>nd</sup>	Warning	Recorded in gradebook
3 <sup>rd</sup>	Detention	Parent phone call home by teacher Recorded in gradebook
4 <sup>th</sup>	2 Detentions	Letter to parents from teacher Recorded in gradebook
5 <sup>th</sup>	Saturday School	Parent teacher conference Recorded in gradebook
6 <sup>th</sup>	2 Saturday Schools	Phone call home by teacher Recorded in gradebook
7 <sup>th</sup> -9 <sup>th</sup>	1-5 Days Suspension	Parent/teacher/administrator conference Behavior contract

**Note: Random** locker room sweeps by Administration are done without warning and regularly to ensure the safety of students and their belongings. Please keep all your belongings locked in a locker or they may be confiscated and brought to the office where a parent will need to pick up the items.

## EDUHSD Graduation Requirements

### Graduation Requirements

GRADUATION COURSE REQUIREMENTS		
SUBJECT	YRS	UNITS
English	4	40
Social Studies		
World History	1	10
US History / Geography	1	10
American Government	0.5	5
Economics	0.5	5
Math	3	30*
*Minimum of Algebra I (10 units).		
Physical Science	1	10
Life Science	1	10
Health Education	0.5	5
Fine Arts / Foreign Language	1	10
Physical Education	2	20
Core Units		
Required Subjects		155
Elective Units		85
Total Units Required to Graduate		240

Note: Students must also take Computer Technology I course (one semester) or pass a computer literacy challenge exam.

## **A – G College Entrance Requirements:**

- A. **20 credits Social Studies:** World History, US History
- B. **40 credits English:** English 1, 2, 3, 4
- C. **30 credits Math:** Algebra, Geometry, Algebra 2
- D. **20 credits Lab Science:** Biology, Chemistry or Chemistry A, Physics
- E. **20 credits Foreign Language:** (30 credits to avoid taking the 3<sup>rd</sup> year in college)
- F. **10 credits VAPA:** Drama, Dance, 3-D, Art, Band, Chorus, Architectural Design, and Graphics
- G. **10 credits College Prep Elective:** anything with a “P” on the transcript

UC and CSU Minimum Required Courses:

150 total credits required

70 credits must be completed in Junior and senior year only

## CSF Course List

List 1	List 2	List 3
English 1,2,3 English 4 Science Fiction English 4 British Literature English 4 Contemporary Lit. Adv. English 1,2,3 AP Language Comp. AP Literature Comp.  French 1,2,3,4 AP French Spanish 1,2,3,4 AP Spanish Language  Probability and Statistics AP Statistics Algebra 1 Algebra 2 Adv. Algebra 2 Geometry Math Analysis Differential Calculus AP Calculus BC AP Calculus AB  Biology AP Biology Chemistry Chemistry A Physics Organisms Diversity & Structure AP Environmental Science  World History US History AP US History American Government Economics	Journalism  Physical Earth Science Environmental Science  Psychology AP Psychology Youth in Conflict  Computer Programming  Accounting	A Capella Choir Chorus Band Jazz Ensemble  Art 3-D Design Adv. 3-D Design Wood Adv. 3-D Ceramics  Drafting Architectural Design and Graphics  Computer Tech. Tech. Team Web Page Design  Foods and Nutrition Health Living on Your Own  Drama Adv. Drama Theater Tech.  Yearbook Leadership  DBTV