

Union Mine High School

“Home of the Diamondbacks”

2018/- 2019
Student Handbook



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

Table of Contents

Administration	5
Mission Statement/ Alma Mater	6
Responsibilities of Students	7
Attendance	8
Check-in Policy.....	8
Check-out Policy	9
Hall Sweeps.....	9
Tardies	9
Eighteen Year Old Absence.....	9
Excusable Absences	9
Make-up Work.....	10
Truancy	10
Truancy and Homework	10
S.A.R.B.....	10
Unexcused Absences	10
Home & Hospital.....	10
Automated Phone and Email System	10
Aeries Portal	11
Bus Passes.....	11
Cafeteria	11
Lost and Found	11
Medication.....	11
Counseling Staff.....	12
AVID	12
Schedules.....	12
Advanced Placement.....	12
Office Assistant/ TA	13
Transcripts	13
Report Cards/ Progress Reports	13
Textbooks/ School Materials.....	13
Graduation Requirements	14
I.D. Cards.....	14
Littering.....	14
Skateboards/ Bicycles.....	15
Visitors on Campus	15
Balloons/ Flowers	15
Confiscated Items	15
Sportsmanship.....	15
Extracurricular Participation.....	16
Student Relations	16
Closed Campus	16
Off Limit Areas	17
Dress Code	18
Dances	19
“No-Go” List.....	20

Table of Contents Cont.

Finance.....	20
Technology Use Policy	20
Electronic Devices.....	21
Drugs and Alcohol.....	21
Acts of Violence	22
Tobacco, Vape, and E-Cigarettes.....	22
Weapons.....	22
Searches.....	23
Sexting	23
Harassment.....	23
Cheating.....	23
Vehicle Use/ Parking.....	24
Discipline Philosophy	25
Knowledge of the Rules.....	25
Detention.....	25
Campus Beautification.....	25
Saturday School	25
Suspension	26
Grounds for suspension/ Expulsion.....	26
In-School Suspension	27
Out of School Suspensyion	27
Expulsion.....	27
Complaint Procedures	28

ADMINISTRATION

Paul Neville, Principal
(530) 621-4003 ext. 4120
pneville@eduhd.net

Assistant Principals

Lindsey Kovach Assistant Principal Students with last names starting A-L lkovach@eduhd.net (530) 621-4003 ext. 4121	John Pesce Assistant Principal Students with last names starting with M-Z jpesce@eduhd.net (530) 621-4003 ext. 4121
---	--

Counseling

Denise DeRosa Director of Guidance Students with last names starting with A-H dderosa@eduhd.net (530) 621-4003 ext. 4215	Kim Secor Counselor Students with last names starting with I-R & ISP ksecor@eduhd.net (530) 621-4003 ext. 4215	Mike Ziegler Counselor Students with last names starting with S-Z AVID / ELL mziegler@eduhd.net (530) 621-4003 ext. 4215
---	--	--

Activities and Athletics

Kevin Potter Activities Director (530) 621-4003 ext. 4327 kmpotter@eduhd.net	Jay Aliff Athletic Director (530) 621-0392 jaliff@eduhd.net
--	---

Jeff Ashburn, Probation Officer
(530) 621-4003 ext. 4999
Jashburn@eduhd.net

Deputy Brian Harris, SRO
(530) 621-4003 ext. 4116
harrisb@edso.org

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



THE RESPONSIBILITIES OF STUDENTS AT UNION MINE HIGH SCHOOL

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 or unwanted 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 documentation 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, other students and the public.
- To keep the campus clean and to dispose of all litter/trash properly.

For information on dates and activities:

visit: www.umhs.eduhsd.k12.ca.us

Connect with Parent Square

or

follow us on Twitter at @Union_Mine_HS

For up to date information on announcements
and upcoming events

Go to

smore.com/z20wx

**UNION MINE HIGH SCHOOL GENERAL
INFORMATION**

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 or Saturday school detentions. Calling the school or providing a note will clear the truancy and the assigned consequences within the 48 hour period. Parents are expected to report any absences to the attendance office on the day of the absence. To report an absence, please use the attendance feature in your parent square account or call: **(530) 621-4003 and press 1 for attendance.**

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, Parent Square, 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 or phone call 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 reflect 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 may result in being searched and a Saturday school.

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

Tardies: If you are late to class please report to the attendance clerk from a pass. 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, a meeting with administration may be required.

Excusable Absences: Parents or guardians can clear a student's absence for the following reasons. There is a 48 hour window to clear all absences or absences turn into truanancies. A student's absence shall be excused for the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer.
3. Medical/dental appointments
4. Attendance at funeral services for a member of the immediate family
5. Jury duty in the manner provided by law.
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent.
7. Upon advance written request by the parent/guardian and approval of the principal or designee, justifiable personal reasons, including:
 - Appearance in court.
 - Attendance at a funeral service.
 - Observation of a holiday or ceremony of his/her religion.
 - Attendance at religious retreats for no more than 4 hours during a semester.
 - Employment interview or conference.
 - Attendance at an educational conference on the legislative or judicial process
8. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy.)The student shall be excused for this purpose on no more than 4 school days per month.
9. College visits with appropriate documentation

Make-up work: A total of two school days will be allowed to make up each day of excused 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:

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 may also be assigned one additional hour of detention for leaving campus without checking out through the attendance office prior to leaving. See attendance section for detailed information.

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.

SARB: Student Attendance Review Board: Student who failed to improve after the initial attendance review meeting with the Assistant Principal, 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.

Unexcused Absences: An unexcused absence consists of all the following:

- Any vacation days during the school year are not excusable.
- Absences older than 48 hours that have not been cleared
- Missed class while student is on campus but without teacher permission (going to the cafeteria instead of going to class) for example.
- Any absence without a doctor's note if you are under the requirements of SARB

Home & Hospital Teaching: Students who will be unable to attend school due to an illness or accident for an extended period of time (usually in excess of two weeks) should contact the Counseling Department to arrange for a home/hospital teacher.

Automated Phone and Email System:

UMHS has an automated phone/email system, Parent Square, to notify student, parents/ guardian of absences. Students are strongly encouraged to submit their cell phone numbers in order to communicate emergency information to them. Please visit Erin Fechter to provide updated cell numbers. UMHS must also 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.

Aeries Portal:

The Aeries portal is used 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 refer to the information sent home in the summer mailer for log-in information or contact the counseling office for assistance.

Bus Passes:

Bus passes can only be purchased from the district office.

Transportation questions? Call 1-530- 622-5081, ext. 7245 or ext. 7250

Cafeteria:

Tim White (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 to receive free or reduced lunch rates. Students must turn in all lunch applications to the district office to Kelly Parker. If you need support in getting your form to the district office please drop it off to Brooke Brosnan at Union Mine High School counseling office. 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 any other student. 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. Theft of any kind will result in contact with law enforcement and a possible citation.
- 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.

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. The *Medication in School* form may be found in our Nurse's office or the Aeries parent portal.

**UNION MINE HIGH SCHOOL
STUDENT SERVICES**

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-H Director of Guidance	Ext 4207	dderosa@eduhsd.k12.ca.us
Secor, Kim	Students Last Name I-R ISP (Independent Study)	Ext 4209	ksecor@eduhsd.k12.ca.us
Ziegler, Mike	Students Last Name S-Z EL and AVID students	Ext 4208	mziegler@eduhsd.k12.ca.us

Additional Resources

Glaspell, Jenny (School Psychologist) Ext 4213	jglaspell@eduhsd.net
Galbraith, LeeAnn (Career Center) Ext 4206	lgalbraith@eduhsd.net
Felcher, Sam (Registrar) Ext 4210	sfelcher@eduhsd.net

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 second week of the new term.

Advanced 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 / Peer Academic tutor: 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 during your time at UMHS.

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). Official transcripts can be purchased for \$1. 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 addresses can be found on the UMHS webpage at <http://umhs.edusd.k12.ca.us>**

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. Student will be billed for lost, stolen, or damaged books, Fines 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).

GRADUATION REQUIREMENTS	YRS	UNITS
English	4	40
Social Studies	1	10
World History	1	10
U.S. History / Geog.	1	10
American Govt.	0.5	5
Civics Economics	0.5	5
Math 10 units min. for Algebra I	3	30
Physical Science	1	10
Biological Science	1	10
Health Education	0.5	5
ICT Foundations		5
Visual & Performing Arts / Foreign Language / CTE	1	10
Physical Education: Life Fitness I & II	2	20
Elective Units		80
Units Required to Graduate		240
ADDITIONAL REQUIREMENTS: Demonstrate mastery by passing the six standards of the Computer Literacy test.		

UNION MINE HIGH SCHOOL STUDENT GUIDELINES

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. 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.

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.

Skateboards/Scooters/Hover boards/Bicycles:

Skateboards, scooters, hover boards, and 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. The bike rack 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.*

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). Students from other school sites are also prohibited from visiting our campus regardless of their schedules.

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 receives 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.

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 or guardian. Phones are not returned directly to students.

Sportsmanship at Sporting Events:

UMHS and all schools belonging to the CIF are committed to providing a sportsmanlike environment for students, coaches and spectators. To that end, the CIF Federated Council has adopted the following sportsmanship and crowd control recommendations. Each member school has committed itself to the following:

- Positive participation & cheering is the key to good sportsmanship
- There will be NO negative signs or posters at games/events
- No berating of opposing team players, officials or fans
- No obscene cheers or gestures

High school athletics should be fun for everyone, including players, officials and fans. Please support the Diamondbacks, but under no circumstances, is any UMHS student to act

disrespectfully or derogatorily to any adult (including coaches, game officials, administrators, teachers, parents) or students, including players, from the opposing team or school. While many of our extra or co-curricular events are family friendly we would encourage spectators to immediately report any inappropriate and/or questionable behaviors to supervising staff members. Students with behavior that does not follow the guidelines listed above 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. Food or drinks are not allowed in the gym. 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. 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 and are subject to being placed on social probation.

Extracurricular Participation:

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."

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 and unwanted physical contact are not allowed. Students who engage in inappropriate behaviors will face appropriate discipline consequences.

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.

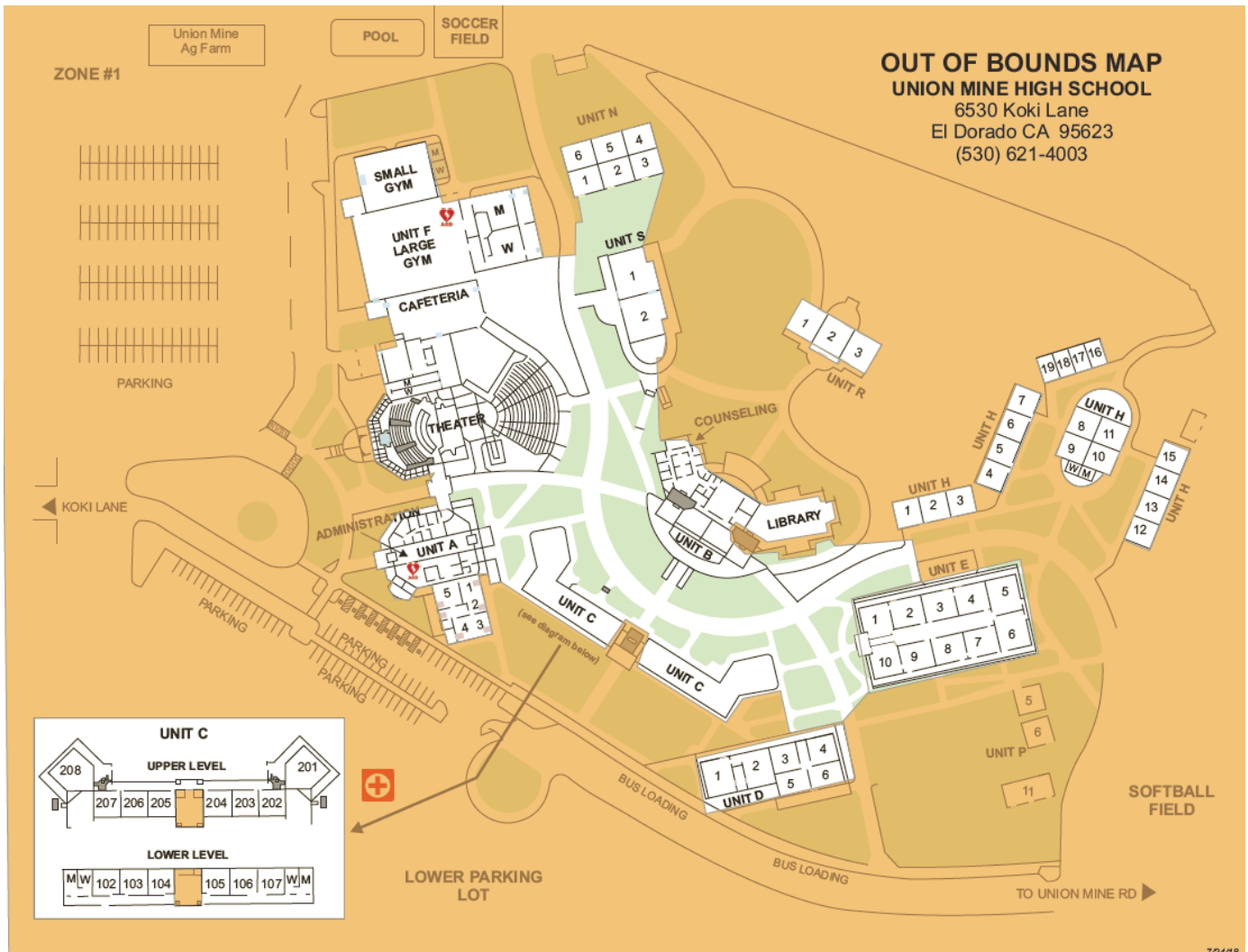
Students who drive other students off campus will receive a Saturday school for the first offense. Repeated incidents may result in suspension. Students who are in the parking lot or out of bounds without a pass will be searched and receive a Saturday school or suspension. Students are NOT allowed to linger or sit in cars before or after school.

Off Limit Areas:

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

- a. The Student and Faculty Parking Lots during classes, passing breaks, Nutrition Break and lunch.
- b. 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.
- c. All athletic fields, dugouts, and undeveloped areas except when assigned to classes being conducted there under teacher supervision.
- d. Other areas as announced in the Daily Bulletin if/as they occur.

See map below: All areas in red are out of bounds.



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. The torso to upper thigh area must be covered.
2. Midriffs may not be exposed. Stand with arms extended at shoulder. No midriff should be visible. Low slung pants, skirts or shorts, with a short top are not acceptable. Tops must not expose the chest either through the arm openings or neck line.
3. Shirts must have two straps from front to back and a closed back. No halters or tube tops.
4. Shirts, skirts, and shorts must provide ample coverage for the student's body. A 3 inch inseam may be used as a guideline for appropriate coverage.
5. All clothing must be worn in such a manner that under garments are not showing.
6. Transparent clothing is not permitted.
7. Shoes must be worn at all times. Students wearing foot apparel that is a risk to student safety will be asked to change.
8. Clothing, backpacks or notebooks that display obscene, racial, sexual, or gang-related messages that promote violence, weapons, alcohol, tobacco or drugs are not acceptable.
9. Spiked jewelry is not allowed.
10. Clothing with excessive holes, tears, rips, that are excessively revealing are not permitted.
11. No gang attire allowed at school. The UMHS Administration works with the El Dorado County Gang Task Force and the El Dorado County Sheriff's Department regarding gang attire.

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. Violations of dance policy will result in a warning. A second violation will result in removal from the dance.
- 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. Guests are allowed at the Homecoming, Sadie's, and Prom dances. Students who bring a guest assume discipline consequences for that guest.
- 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.
- For Homecoming, Sadies, and Prom dances, guests are permitted with a preapproved guest pass. Guests who are over 20 years of age must meet the following requirements: Host students must fill out and return an application for a guest pass from their assistant principal a minimum of one week before the dance date. After an interview with the guest, the administration reserves the right to approve or deny a guest pass.
- Guest pass tickets 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 may be escorted home by law enforcement).

Dance Procedures/Guidelines:

- No back-to-front dancing.
- 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.)
- Student may not lift each other off of the ground for any reason.

“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 contract will be placed on the “No-Go List” until attendance improves to 95% for the current month.
- Students under administrative connections plans will not be permitted to attend extra-curricular activities.
- Students that have violated Senior notification expectations may also be placed on the No-Go list.

Finance: The Finance Office is open from 7:30am-4pm. The Finance Office can assist with fines, fees, textbook returns, ASB purchases (including ASB cards, PE clothes, dance tickets, etc.), and ASB business.

Please use the Finance window located in the breezeway between the Administration Office and Theater during school hours.

Contact Denise Padilla with any questions.

dpadilla@eduhsd.net

(530)621-4003 x 4113

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 accessed.
- 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. The school may also choose to involve law enforcement.

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.

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, Vape pens, e-cigarettes, and two way radios are NOT permitted on campus at any time. Recording video is only allowed on campus with teacher permission.

Consequences for violation of the above rules include:

1st time - Referral written by teacher, device sent to the office and parent must pick up. Detention assigned

2nd time – Referral written by teacher, device sent to the office and parent must pick up. Saturday School assigned.

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 and offices.**

Drugs and Alcohol:

The possession, use, sale, or being under the influence of drugs or alcohol is forbidden while at school, in transit to and from, or during any school activity. Students who violate this rule will be cited by the Sheriff's Department, suspended and placed on a 30 day administrative connections plan.

Repeat offense of drug/alcohol violations or a first offense for sales or possession for the purpose of sale may 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, Adderall, 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.

Acts of Violence, Unwanted Physical Contact, 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, or making unwanted physical contact, against another person or persons will face suspension and the possibility of a citation and or recommendation of expulsion as well as a 30 day administrative connections plan. This includes students in transit to and from school.

Tobacco, Vape, & E-Cigarettes:

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, related substances, and related devices from the high schools of the district. Students who possess or use any form of tobacco and related substances including matches, lighters, vape devices, or e-cigarettes on their person or in their vehicles will receive progressive consequences including possible involvement of law enforcement according to district policy.

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.
3. Explosive and/or incendiary devices: pipe bombs, timed bombs, cap guns, containers of flammable 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.

Searches:

Per Ed Code and board policy BP 5145.12 students are subject to search by administration 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. 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 and backpacks frequently and after any camping/fishing trips.

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.

Sexting:

The taking, sharing, or distributing of sexual pictures/videos including nudity of self or others is strictly prohibited. Administration will search cell phones, contact law enforcement and parents, and students will receive a suspension and potentially be cited. Do not send or share sexual/nude photos/videos of yourself or others. Please note that it is a felony to have nude images of any minor on your cell phone.

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, administrator, or other trusted adult on campus. 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.

Cheating:

Cheating is detrimental to an effective education and will not be tolerated. Consequences may include an "F" on the assignment, parent notification/conference, Saturday school, 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.

Vehicle Use/Parking and Regulations:

Student must register their car in the assistant principals' office and obtain a parking pass good for the school year. All vehicles parked in the UMHS parking lot must be registered with 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 Sheriff's 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 concurrent enrollment 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, multi-tools, 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 is 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.

UNION MINE HIGH SCHOOL DISCIPLINE POLICY

Discipline Philosophy: 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.

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. A careful review of this handbook, however, should help clarify more specifically what is expected of you.

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 additional consequences. Detentions are held after school from 3:00-3:30.

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.

Saturday School: Saturday School is held from 8:00 AM to 12:00 PM. Failure to serve assigned Saturday School may result in in-house suspension the following school day and a reassignment of the missed Saturday school. 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, use any electronic devices 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, medication or 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. Distribution or sales of 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 staff members, 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.

COMPLAINT PROCEDURES:

The Uniform Complaint Procedure applies to the filing, investigation, and resolution of complaints regarding alleged violations of federal or state laws or regulations. Complaints filed pursuant to this procedure should be sent to:

EDUHSD Superintendent
4675 Missouri Flat Road
Placerville, CA 95667

Administrative Regulation 1312.5 (related to the Uniform Complaint Procedure) may be obtained by request of the school administration or the Director of Administrative Services at the El Dorado Union High School District Office, (530) 622-5081, ext. 224.

Complaints alleging unlawful discrimination must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Other types of issues may be resolved by procedures found in this notice or by means found in Administrative Regulation 1312.5.

If, after following the District procedures, a complainant is dissatisfied with the District's decision, they may appeal in writing to the California Department of Education.

A complainant may choose to consult with an attorney to determine legal rights that may be pursued by available civil law remedies.

Legal Services for Northern California
Legal Aid Office
Sacramento, CA
(916) 551-2150

Protection Advocacy, Inc.
100 Howe Avenue, Suite 135N
Sacramento, CA 95825
(800) 776-5746 or (916) 488-9950