

PACIFIC CREST ACADEMY

STUDENT HANDBOOK 2025-2026



HOME OF THE GRIFFINS

6540 Koki Lane, El Dorado, CA 95623

<http://pacificcrest.eduhsd.k12.ca.us>

(530) 622-6212

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SCHOOL INFO

Mission Statement

Pacific Crest Academy will support students in the development and improvement of personal and academic skills in an environment of collaboration, trust, and respect.

Purpose ♦ Community ♦ Achievement

Alma Mater

Guarded by our mighty Griffin,
we excel with strength and grace.

Among the hills that shape our dreams,
we find our rightful place.

Watch the Griffins soar with pride as we lead the way.

We will always know the power of PCA!

Bell Schedule

Special bell schedules for Finals, Advisory, or other special events will be distributed via Parent Square and posted to the school website.

| | Monday Collaboration | Tuesday - Friday |
|------------------|---------------------------------|---------------------------|
| 1st Block | 8:35-9:35 | 8:35-10:05 |
| 2nd Block | 9:35-10:35 | 10:05-11:35 |
| | | Lunch: 11:35-12:10 |
| 3rd Block | 10:35-11:35 | 12:10-1:40 |
| 4th Block | 11:35-12:35 | 1:40-3:05 |

PACIFIC CREST ACADEMY

Successful Student Profile

| PCA is... | Our students are... |
|--|--|
| An Early College program <ul style="list-style-type: none"> - We offer dual enrollment college classes both on PCA's campus and directly with the community college | <ul style="list-style-type: none"> - Planning to take dual enrollment courses with the community college during high school - Interested in or considering college after high school - At or above grade-level, as we do not offer credit recovery or remedial courses |
| A blended learning model with both classroom-based instruction and independent study: <ul style="list-style-type: none"> - Students can attend on campus as little as twice a week, but may be required to attend more often - When not on campus, students access coursework via Canvas and are expected to engage in schoolwork for each class every day - Electives are offered primarily through dual enrollment or fully online courses | <ul style="list-style-type: none"> - Able to work independently - Self-motivated - Looking to pursue an endeavor outside of school, such as competitive sports, college courses, and internships (not simply to "not have school" every day) - Required to attend on campus for at least two days, with the encouragement to attend daily - Able to enroll in up to two courses, including AP courses, at the EDUHSD comprehensive high school of residence |
| A small campus <ul style="list-style-type: none"> - We enroll a maximum of 32 students per grade level - Students have access to small group instruction and extra help with teachers - Students work closely with staff over multiple years to build relationships | <p>Able to thrive in a smaller environment, but still open to the opportunity to connect with peers through:</p> <ul style="list-style-type: none"> - PCA school events and activities (we hold our own Homecoming dance, Sadie's, and Prom) - Participating in athletics or dances and up to two courses at their EDUHSD comprehensive high school of residence - Leadership class/Peer Advocacy |
| Focused on becoming college and career ready through a robust internship program | <p>Engaging in a minimum of one internship to explore a career field of choice.</p> |
| A welcoming place with a climate of respect and kindness | <p>Able to focus on academics and engage with peers without disciplinary intervention</p> |

While PCA is a public charter school open to all students, we are a unique program, so the traits of students who are the most successful align with the structure of our learning model.

EDUHSD


Academic Calendar 2025-26


July 2025

| M | T | W | T | F |
|----|----|----|----|----|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

January 2026

| M | T | W | T | F |
|----|----|----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

 First & Last Day of School

 Quarter / Semester End

 **School Closed**

Nov. 24-28 Thanksgiving Recess

Dec. 22-Jan 2 Winter Break

Mar. 27- Apr. 6 Spring Break

 **Teacher Inservice Day / Non-student Day**

Classified staff check with your immediate supervisor and work calendar.

October 13

August 2025

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

February 2026


| M | T | W | T | F |
|----|----|----|----|----|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| | | | | |

September 2025

| M | T | W | T | F |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

March 2026

| M | T | W | T | F |
|----|----|----|----|----|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

 **Legal Holidays**

July 4 Independence Day

Sept. 1 Labor Day

Nov. 11 Veteran's Day (Observed)

Nov. 27 Thanksgiving Day

Dec. 25 Christmas Day

Jan. 1 New Year's Day

Jan. 19 MLK, Jr. Day

Feb. 13 Lincoln's Day (Observed)

Feb. 16 Presidents' (Washington's) Day

May 25 Memorial Day

June 19 Juneteenth

October 2025

| M | T | W | T | F |
|----|----|----|----|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

April 2026

| M | T | W | T | F |
|----|----|----|----|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

November 2025


| M | T | W | T | F |
|----|----|----|----|----|
| | | | | |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

May 2026

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

 **Intersession**

May 26-June 4 Intersession (dates subject to change)

 **Emergency School Closure**

If school is cancelled, students and staff may be required to attend one or all of the following days.

Day 1 March 27

Day 2 April 06

December 2025

| M | T | W | T | F |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

June 2026

| M | T | W | T | F |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

Graduation

May 21 IHS (pm); UMHS (pm); EDHS (pm)

May 22 ORHS (pm); PHS (pm); PCA (pm)

Early Release Time

See site calendar for dates and times

CAMPUS POLICIES

Attendance

Regular school attendance is mandatory for all students. At PCA, students are required to report to their mandatory classes, and to be present for at **least two full school days each week**. If students are not making satisfactory academic progress, they may be required to attend four days per week, including Monday (intervention and small group support), until each grade is passing. If students miss mandatory class time, it is imperative that they reach out directly to teachers to determine what they missed, as those class periods are designed for in-person engagement. When students do not have mandatory classes, their "attendance" is based on their independent study work product. Students access their coursework from home via Canvas and/or Apex. Students are expected to do work for each class for every school day of the week.

To report an absence on a mandatory or required day, or if your student is unable to access their work from home due to an excused reason such as illness, please email or call: **Joni Cain (530) 622-6212 jcain@eduhsd.k12.ca.us**

If students regularly miss mandatory school time or are not making satisfactory academic progress, a parent conference may be scheduled to determine if it is in the student's best interest to continue in the program. Please reference the PCA Master Agreement.

Attendance Notifications

PCA uses a phone/email system, **ParentSquare**, to notify students, parents/guardians of absences on mandatory days and any additional required attendance days. This system pulls contact information from Aeries, so it is important to ensure information is accurate. It is strongly encouraged to input student cell phone numbers so that we may communicate important information directly with students via Parent Square, including in the case of emergency, schedule change, or upcoming events and deadlines. Please visit Joni Cain for assistance in updating contact information.

Check-in Policy

Students arriving late to school **MUST** check-in through the office to sign-in on the clipboard and be issued a pass to class.

Checkout Policy

If your student needs to be checked out during the day, please send a signed note with your student, call the main office, or email jcain@eduhsd.k12.ca.us. Please include your student's name, grade, reason, and time for checkout. When it is time to check-out, the student should report to the office to sign-out on the clipboard. If the student has a form on file authorizing to check themselves out, they should sign-out in the office before leaving.

Closed Campus

Students must remain on the campus until their school day is completed. Students may only leave campus with parent permission and after checking-out through the main office. Students who drive other students off campus will receive disciplinary consequences. Repeated incidents may result in further consequences. Our campus is also closed to off-campus visitors.

Campus Boundaries

Students must stay within school boundaries during the school day. The boundaries are: not beyond the bathrooms, over the curb of the paved road, or past Mr. Wold's room. The parking lot is also off limits during the school day. If you must retrieve something from your vehicle, including during lunch, please come to the office and get approval to do so. Going to your car during the school day is considered being out of bounds. Students may not drive off campus for lunch, or at any other time after arriving at school. This includes Union Mine; students cannot drive to the Cafeteria or for any other reason during the school day, unless they have checked out for the day.

Visitors on Campus

All visitors must be approved in advance by staff and report to the 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.**

Bus Passes & Transportation

Bus passes can only be purchased from the district office. Students riding the bus to PCA will be dropped off at the UM campus. Transportation questions? Please visit the Transportation page on the EDUHSD website or Call (530) 622- 5081, ext. 7245 or ext. 7013

Cafeteria

PCA students are able to access the Union Mine High School Cafeteria before school and during our scheduled lunch time. It offers breakfast and a full lunch menu as well as a la carte items. Keep in mind the following policies:

- Please wait your turn in line. If you are caught cutting you will be sent to the back of the line and given 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 law enforcement 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.

Breakfast is also available before 10:30 am in the vending machine in the Commons at PCA. Students can use their number in the machine to access their free meal.

Lost and Found

Lost and Found items are in the main office. Items will be cleared out at the end of each term.

Medication

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

Medication in School form may be obtained from the office or the Aeries parent portal.

Skateboards/Scooters/Hoverboards/Bicycles

Skateboards, scooters, hoverboards, and skates are not allowed on campus. Bicycles can be ridden to school and parked in the bicycle rack by the Administration office (wear a helmet as required by law). Students should secure their bikes with a quality lock and chain/cable at all times.

Bicycles and any other wheeled or ride-on personal transporters are not to be ridden on campus.

The school does not assume responsibility for the loss or damage if any of these items are 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 receives balloons/flowers, they will be stored in the Office until the end of the school day. The school is not responsible for damages or theft of these items.

Food Drop off:

Families may drop off food for students who have forgotten their lunch in the front office. To ensure classroom disruptions are minimized, the office will not notify students that they have items to pick up. **Food dropped off by a delivery service ie: DoorDash, Uber Eats, Pizza delivery, etc. will be turned away and items will be sent back with the driver or stored in the Office until the end of the school day.** Students found leaving class to meet with a delivery service will earn school consequences. As a reminder, free breakfast and lunch are available to every student at the UMHS Cafeteria.

ACADEMIC EXPECTATIONS

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. If a student decides to drop a class after two weeks of the semester, they may earn a "drop F" grade on the transcript, in accordance with EDUHSD Board Policy.

Schedule change begins with completing the online schedule change request form, with parent acknowledgment. This will be reviewed by your counselor to determine if the change is appropriate. Schedule changes are not permitted after the second week of the new term.

Transcripts

Student transcripts list all the courses taken and credits earned. Students can request a copy of their **UNOFFICIAL** transcript through the registrar, Joni Cain. See the PCA website for information on ordering official transcripts through Parchment.

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.

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. Students will be billed for lost, stolen, or damaged books or other materials provided by the school, including Chromebooks/chargers. Fines must be paid within the year and prior to attending any dance or large school activity. 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).

Academic Progress

As defined in the Master Agreement, students are expected to make satisfactory academic progress. If a student is not on track, a meeting will take place to determine if it is in the best interest of the student to continue in this program.

Dual Enrollment

PCA is an Early College high school and students have the opportunity to earn credits for both high school and college at the same time. As stated in the Master Agreement, all students should complete at least two dual enrollment college courses before graduation. Students are responsible for completing necessary tasks to apply to the college and register for classes, but PCA staff are available to provide support. At PCA, dual enrollment courses earn a weighted grade. However, if students transfer to another school in our district, the weight is removed. It is the responsibility of the student to request an official transcript to be sent to PCA for the grade to be added to our

transcript. For Los Rios Community Colleges (including FLC) this is completed by logging into eServices and requesting the transcript via Parchment to be emailed to jcain@eduhd.k12.ca.us.

Internship

PCA has a unique and robust internship program. It is an expectation, as outlined in the Master Agreement, that all students complete at least one internship. Once students include Internship on their course request forms and complete the Internship questionnaire, our Workplace Learning Coordinator will work with each student to determine an appropriate placement in line with student interests with an approved mentor.

Concurrent Enrollment

PCA students have the opportunity to take up to two courses at their comprehensive high school of residence, provided that it is not a course offered at PCA, that there are no time conflicts with mandatory PCA classes, and that the comprehensive high school has an available seat.

STUDENT RESPONSIBILITIES

ID Cards

Each student is issued a Student Identification Card that must be carried at all times. Upon request by staff, a student must show their I.D. card, such as when accessing Union Mine's Cafeteria at lunch. Students are urged to keep their cards safe.

Extracurricular Activities

Board Policy #6145 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 quarter or 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.

PCA students are eligible to participate in Athletics at their comprehensive high school of residence, in accordance with the CIF Multischool Agreement. Please reference the Athletic Handbook on the EDUHSD website for additional information on districtwide policies and expectations.

Student Relations

It is the desire of Pacific Crest Academy 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.

Dress Code

The purpose of the dress code is to promote a respectful school culture that reinforces an inclusive and appropriate learning environment. Pacific Crest Academy expects all students will dress in a way that is suitable for the school day or for any school-sponsored event. The primary responsibility

for a student's attire resides with the student and parents or guardians. The school is responsible for seeing that the student attire does not interfere with the health and safety of any student. Student attire cannot contribute to an environment that is hostile or intimidating, nor promote anything contrary to student wellness. The dress code enforcement will not reinforce or increase marginalization or oppression of any group based on race, sex, ethnicity, gender identity, gender expression, sexual orientation, religion, household income, body type/size, or cultural observance.

Basic Principles:

- Clothing must provide appropriate coverage. Undergarments may not be exposed and are not a substitute for clothing. Garments may not be sheer.
- Clothing, jewelry, and personal items shall be free of writing, pictures, or other insignia that is vulgar, lewd, obscene, profane, sexually suggestive, or which promotes the use of tobacco, alcohol, drugs, or other illegal activity, including hate speech.
- Clothing that poses a safety risk to others may not be worn at any time (spikes, etc.).
- Any item that obscures the face or ears (except as a religious observance or as PPE (personal protective equipment) may not be worn at any time.
- Footwear is required at all times.

Enforcement:

Students shall be dress coded in private, one-on-one conversations

- 1st violation: Warning and change of clothing. We can provide a loaner shirt to change into.
- 2nd violation: Home contact and change of clothing.
- 3rd violation: Home contact, change of clothing, lunch detention
- 4th violation: Parent meeting with administration

Dances

PCA students enjoy school dances as part of our robust student life. The following guidelines will ensure continual success in these activities:

- 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 the Office and return the completed forms to the office for approval by administration prior to the date of the dance. The students, parents, and the guest's school administrator must sign it before it will be reviewed for approval. A guest is the responsibility of the inviting student and must follow school regulations while on campus. Students who bring a guest assume discipline consequences for that guest. Guests must be at least high school age (no one younger than a freshman) and no one over 19 years of age will be admitted. Guests must arrive and leave with the PCA student.
- Students or guests who leave the dance will not be readmitted, and must leave the premises immediately. Students and guests must leave the dance and the school grounds immediately after the dance is over.
- We expect parents to pick students up from the school dances in a timely manner.

In addition, PCA students may attend events at their comprehensive high school of residence. Students must obtain an "Dance/Event Pass" from the PCA office with the Director's approval, and

submit it to the comprehensive high school at least one week prior to the dance/event, or according to the ticket sales policies of the event. Some events, such as Prom, may sell out or end ticket sales early.

Technology Use Policy

Use of school computers and access to the internet is a privilege. When students use school computers they agree (to) follow all expectations as outlined in the EDUHSD official policy, as agreed to through the annual data confirmation. Some key expectations include:

- Follow the directions of teachers and school staff
- 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.

Photos, Audio or Videotaping

Students should not take photos or videos of other students or staff without their express permission. The taking or transmitting of pictures or videos on a phone or personal device is strictly prohibited at any time during the school day, while on school grounds, during a school-sponsored activity, or while going to or coming from school (including on the bus) or school-sponsored activity.

Students or any other visiting adult who records in a classroom without the teacher and principal's permission violates Education Code section 51512. That section states: The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an education purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action.

Electronic Devices

The Pacific Crest administration recommends that students not bring any electronic devices to school. **PCA is not responsible for lost or stolen items or items left behind in classrooms, bathrooms, or other venues on campus.** Cell phones, and other electronic devices that are not necessary for instruction must be turned off and put away during class time, including Study Halls. If cell phones 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 permission. Students shall store cell phones at the beginning of class in the pocket chart, or as otherwise indicated by teacher policy. **TURN OFF, DO NOT USE, AND KEEP OUT OF SIGHT** all electronic devices during instructional time.

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 and suspended, and issued subsequent relevant consequences. Repeat offenses of drug/alcohol violations or a first offense for sales or possession for the purpose of sale may result in a suspension pending expulsion hearing.

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 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.

Suspendable Offenses

Suspendable offenses include, but are not limited to: 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. 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. The possession or use of tobacco in any form, related substances, and related devices are banned 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), 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, air soft 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, tablets/computers, 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.

Harassment

In the school setting, harassment 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 PCA. 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, detentions, 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, using AI-generated content, and plagiarism.

Vehicle Use/Parking

All students must observe the California vehicle code 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 or CHP.

- Students should park in the PCA lots and not on the UMHS campus.
- Students should leave their vehicles immediately upon parking; no loitering in vehicles or in the parking lot.
- Once parked, students are prohibited from going to their car at any time without a valid authorization from the 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 and lunch. Students caught in the parking lot may be searched and receive a consequence.
- Per closed campus policy, students are not permitted to leave the parking lot during school hours without a valid early dismissal (ROP class, internship, dual enrollment class) or having

checked-out through the office. Students who leave campus and return without a proper check out may 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 lots are prohibited.
- Buses have the right of way.
- PCA is not responsible for theft or vandalism to any vehicles on campus.

DISCIPLINE POLICY

Knowledge of the Rules

As a student at PCA 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. Please reach out to school administration with any questions or clarifications.

Detention

Detentions may be assigned by a teacher or Principal. If a student does not show up for their detention, they will receive additional consequences.

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.

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 PCA campus or to any other high 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, vape, 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 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 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 but not limited to: parked cars on or near campus, EDUHSD buses.
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.

Students are not allowed to participate in or attend any school activities, including practices, games, dances, etc. during suspension.

Expulsion

For serious infractions, a student may be expelled from the schools in the EDUHSD by the Board of Education.

Senior Notification

During the last semester of a student's senior year they will be placed on senior notification. This falls in March for traditional graduates and in October for midterm graduates. During this time up until graduation, senior students must adhere to the set attendance, grading, and behavior requirements to be able to walk in the graduation ceremony. Please see the PCA graduation packets for details (Distributed in May).

Students who fail to meet these requirements during the senior notification period may: (1) lose privileges, such as Prom and senior activities, (2) be required to meet with the senior appeals committee to appeal to walk at graduation. Seniors who commit an act deemed egregious by administration will immediately lose all senior privileges listed above and be required to meet with administration.

COMPLAINT PROCEDURES

Please see the EDUHSD Student Handbook for more information on the Uniform Complaint Procedures. This handbook can be accessed at the EDUHSD website: eduhd.k12.ca.us Administrative Regulation 1312.5 (related to the Uniform Complaint Procedure) may be obtained by request at the El Dorado Union High School District Office, (530) 622-5081.