



# El Dorado Adventist School High School Handbook



1900 Broadway  
Placerville, CA 95667  
530-622-3560  
principal@eas-school.com

<http://www.eldoradoadventistschool.com>

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**EL DORADO ADVENTIST SCHOOL  
HIGH SCHOOL HANDBOOK**

**MISSION STATEMENT**

Helping every student discover God's ideal

**CORE VALUES**

We love Jesus  
We love Children  
We love learning  
We love helping

**MOTTO**

"Go, Change the world"

**2018-2019 THEME**

"Win the Prize

**STUDENT LEARNING OUTCOMES**

The following explain the student learning outcomes known as SLOS:

1. FAITHFUL STUDENTS: I am developing myself for the everyday world of stewardship, employment, career and personal management.
  - a. I will have opportunities to develop critical thinking skills such as: decision-making and problem-solving skills.
  - b. I will have opportunities to experience the joy of service.
  - c. I will have opportunities to develop skills that will enhance employability such as: technology skills, collaboration skills, communication skills, work ethic and interpersonal skills.
  - d. I will have opportunities to learn to manage myself, time, resources and finances.
  - e. I will have opportunities to incorporate biblical principles in my life such as: loyalty, honesty, thoroughness, dependability, responsibility, and accountability.
  - f. I will have opportunities to develop leadership skills.
  
2. SPIRITUAL STUDENTS: I am developing a relationship with Jesus, an understanding of God's word, His purpose for my life, and my involvement in His mission

- a. I will have opportunities to accept Jesus as my personal Savior and Lord and develop a personal relationship with Christ.
  - b. I will have opportunities to develop a Christ-like character.
  - c. I will be exposed to biblically-based Christian beliefs and principles.
  - d. I will have opportunities to be involved in the spreading of the gospel throughout the world.
  - e. I will have opportunities to be an active participant in my local church.
  - f. I will have opportunities to develop lifestyle and cultural choices based on biblical principles
3. TALENTED STUDENTS: I am developing my physical, mental and artistic talents to their full potential to be used for the Glory of God.
- a. I will have opportunities to discover my God-given talents.
  - b. I will have opportunities to discover God's ideals for quality living by incorporating the lifestyle principles that promote health such as: nutrition, exercise, temperance, water, rest, outdoor recreation, and gratitude.
  - c. I will have opportunities to apply Christian principles in recreation and sports.
  - d. I will have opportunities to develop an inquisitive attitude, critical thinking skills, and a focus on pursuing higher learning in an ever-changing world.
  - e. I will have opportunities to develop study habits, information management skills and learning strategies enabling me to complete academically challenging programs of study which allows me to pursue higher academic learning.
  - f. I will have opportunities to develop fine arts talents through practice, performance and presentation.
4. COMPASSIONATE STUDENTS: I am empowered by God's spirit to be accountable for my actions, responsible to my neighbors' well-being, and to care for those in need.
- a. I will have opportunities to exhibit morality and maturity in my relationships with peers and those in authority in all situations.

- b. I will have opportunities to take an active role of civic responsibility in my home, school, church and community.
- c. I will have opportunities to respond to God’s love by using my talents to serve others.

## **ACADEMIC CODE**

### **HIGH SCHOOL (GRADES 9-12)**

The minimum requirement for each grade level for the high school is:

Freshman Class: you are eligible to participate as a voting member of the class.

Sophomore Class: you must have completed 60 semester periods of credit to be classified as a sophomore.

Junior Class: you must have a minimum of 120 semester periods of credit to be classified as junior. If you are an approved accelerated student, you will not have junior standing regardless of the number of credits.

Senior Class: you must have completed a minimum of 170 semester periods of credit at the start of the senior year. You may graduate if completed all requirements for graduation.

### **COURSE CREDIT (Grades 9-12)**

To receive credit for any EAS course, you must meet the attendance requirements, take all semester or year-end finals for all courses that require such, and receive a passing grade for the course.

You must be enrolled in a minimum of six (6) courses each school semester. Your schedule is the responsibility of both the school and your parents. You will be placed in classes based on parental input and past academic performance.

### **GRADING & THE GRADING SCALE**

A = 4.0	(93%)	B- = 2.7	(80%)	D+ = 1.3	(68%)
A- = 3.7	(90%)	C+ = 2.3	(78%)	D = 1.0	(65%)
B+ = 3.3	(88%)	C = 2.0	(73%)	D- = 0.7	(60%)
B = 3.0	(83%)	C- = 1.7	(70%)	F = 0.0	

### **COURSE WITHDRAWAL**

Last day to add a course is the last day of second week. The teacher may assign previous missed work.

Last day to drop a course without penalty is the last day of the fourth week.

If a course is dropped during the fifth through the seventh week either a W/P = Pass or a W/F = Fail will be recorded on the transcript.

If a course is dropped after the seventh week a F grade will be recorded on the transcript

### **COURSE FAILURE**

You are required to repeat a failed course. If you are not able to fit the failed course into your EAS schedule, you can take an approved on-line course or summer school (outside of EAS) during the summer if you have a semester-end average of "F" in any subject. This is also recommended if you have year-end grades of "D" in any subject.

### **ACADEMIC ALERT**

An academic review conference may be held if you have received a failing grade in a subject. You, your parents, and teacher will attend the conference to develop the guidelines for an improvement plan.

### **ACADEMIC PROBATION**

You are placed on academic probation when you have a report card with three grades of "D" or "F" for a grading period. Your parents are notified of probationary status and are given a full explanation of its impact.

### **ACADEMIC DISMISSAL**

Students who have more than two (2) failing grades for the semester or year are reviewed for academic dismissal. Students who have low grades but whose efforts and attitudes are positive may be permitted to remain as long as the school can serve their academic needs.

### **GRADUATION REQUIREMENTS**

The graduation requirements are the minimum expected of each student depending on the diploma track chosen. Two graduation diploma tracks are available to students.

<b>Subject Area</b>	<b>General Diploma</b>	<b>College Prep Diploma</b>
<b>A. BASIC</b>		
<i>Bible/Religion</i>	40	40
<i>English</i>	40	40
<i>Health Education</i>	5	5
<i>Mathematics</i>	20	30
<i>Modern Language</i>	0	20
<i>Physical Education</i>	30	30
<i>Science (10 may be non-lab)</i>	20	30
<i>Social Studies</i>	30	30
<b>Sub-Total</b>	<b>185</b>	<b>225</b>
<b>B. COGNATES</b>		
<i>Computer Applications</i>	5	5
<i>Career Education</i>	<i>required</i>	<i>required</i>
<i>Community Service</i>	<i>required</i>	<i>required</i>
<i>Fine Arts</i>	5	20
<b>Sub-Total</b>	<b>10</b>	<b>25</b>
<b>Total A &amp; B</b>	<b>195</b>	<b>250</b>
<b>C. ELECTIVES – Total</b>		
<i>(Courses from Basic, Cognates and/or other electives offered by the school)</i>	45	20
<b>D. SENIOR PROJECT</b>	5	5
<b>Minimum Credits Required for Diploma</b>	<b>245</b>	<b>275</b>

### SENIOR PORTFOLIO

A Senior Portfolio is required for graduation. This portfolio will be accomplished during the second semester of the senior year. A student cannot graduate without this portfolio.

## **NON-GRADUATING SENIORS**

A senior who does not complete the graduation requirements will not receive a diploma. However, such a one may be allowed to participate in graduation ceremonies. Again, transcripts may be issued, but no diploma will be granted to seniors who do not meet graduation requirements.

## **AMOUNT OF HOMEWORK**

Homework serves two purposes: 1) it reinforces learning, and 2) it allows enrichment and creativity. The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. The school faculty urges that each student plan out-of-school activities wisely so that adequate time is provided for homework. Wise planning of time will allow for completed homework assignments as well as for the development of personal responsibility. Teachers do their best to give reasonable homework assignments with consideration being given to special school and church activities such as prayer meeting, youth club meetings, and other conference-wide youth events such as a Pathfinder Camporee or Junior-Senior Retreat.

Some general guidelines are as follows:

Grade	Minutes per evening
1	0 - 20
2-3	15 - 30
4	30 - 45
5-8	45 - 60
9-12	60 – 90

## **ELIGIBILITY TO HOLD OFFICE**

To hold an office at El Dorado Adventist School, you must be recognized as a supporter of the ideals of Christian education and must meet the following requirements:

- **SA**
  1. Have a minimum GPA of 2.5 from the preceding quarter and have no failing grades.
- **Class Offices**
  1. Have a minimum GPA of 2.0 from the preceding quarter and have no failing grades.
  2. For High School, have attended EAS the previous year.

If, after election, you fall short of these requirements, your position as an officer is in jeopardy until the above conditions are met. Inadequate grades will result in removal from office. *Class officers will be elected at the discretion of the class between September 1<sup>st</sup> and November 1<sup>st</sup>.*

Note that students are permitted to hold a maximum of one major office or two minor offices at any one time. Positions considered major offices are: editor of the yearbook, editor of the school paper, presidency of any club, SA, or organization, vice-presidency of any class, SA. All other offices are considered minor.

## **ATTENDANCE CODE**

### **ATTENDANCE TAKING**

School days begin at 8:00 a.m. If you are not present and in your place at the beginning of a class, you may be marked tardy. If you arrive more than fifteen (15) minutes late, you may receive an absence. Three (3) tardies for a class or chapel will be recorded as one (1) absence for the class. Tardies may affect your class participation grade and participation in off-campus class trips, SA, music tour, etc. Teachers will take record for every class period.

An excused tardy is a tardy due to personal illness, serious family situation (medical emergencies, etc.), medical appointments, inclement weather, or traffic accidents. This does not include continual travel delays due to leaving home too late. If you have excessive tardies, your parents will be contacted by school administration to resolve the issue.

Failure to attend school is an absence. Absences are recorded by the class period. Each absence will be considered excused or unexcused.

### **NO FIRST OR LAST PERIOD OF THE DAY**

If you do not have a first period you may stay home until chapel. If you have no last period class, you may leave for home. All students who are on campus, but do not have a class, must be in a study hall.

### **CHAPELS**

Chapel is required to attend. Attendance is taken at chapel.

## **EARLY DEPARTURES**

If possible, a note must be sent to the teacher and or office the morning of an early departure. Your parent should then report to the office and sign you out

## **ABSENCES**

### Excused

- Illness of the student
- Death in the immediate family
- Mandatory court appearance
- Unavoidable medical or dental appointments with verification from doctor

Administrative – These absences do not count toward the total number of missed class period that may jeopardize a student’s opportunity to receive credit.

- Off-campus school or church sponsored activities, including but not limited to:
  - Academic field trips
  - Music Tours
  - Mission Trips
  - Sports Teams (must be a member of the team)
  - Retreats
  - Conferences

### Unexcused

- All other absences
- Make up work will be at the discretion of the teacher. Full credit may not be received.

## **TRUANCY**

If you are truant when faculty and parents/guardians are not aware of your whereabouts. Such absences will be recorded as an unexcused absence and you may be subject to additional disciplinary consequences.

## **EXCESSIVE ABSENCES**

One (1) absence is recorded for each single class period or chapel and two (2) absences are recorded for each block class period missed. Acquiring more than fourteen (14) absences for any reason in a semester requires the student and parent or guardian to meet with the Academic Committee and may result in loss of credit for the class for the semester.

If any student misses **7 days** (or at least one class 7 times) per semester, the parent will be required to attend a conference with a school administrator.

**REQUEST FOR ABSENCE EXCUSE** – Your parent must send a written excuse to the office the day you return to school. The note must include the following:

- Name of the student
- Date(s) of absence
- Specific reason for the absence
- Parent’s signature

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

You are responsible to see that missed work is made up. You should collect assignments from each teacher upon returning to school.

### **MAKE-UP WORK FOR UNEXCUSED ABSENCES**

Teachers are not obligated to facilitate or accept the makeup of work missed due to unexcused absences. Work made up because of unexcused absences will not receive full credit.

### **PRE-ARRANGED ABSENCE**

If you know you are going to be absent from school for the purpose of educational travel or family matters. Please note that these absences may or may not be excused. When absences are pre-planned, a “Prearranged Absence Request” Form is to be submitted by the parent or guardian as soon as possible, **at least seven (7 days)** before the absence will occur.

Once the prearranged absent form is completed, the teacher(s) will work with you to provide you with appropriate assignments; however, it will not guarantee that you will be where the class is academically when you return. The school is not responsible to provide extra tutorial sessions when the family elects the absence. All teachers will make every reasonable effort to facilitate your completion of work missed (or alternate project) while absent. The nature of the makeup work and completion date is at the teacher’s discretion. Because the objective of this policy is to promote learning, grades for makeup work will not be marked down simply because it was “made up,” and will be treated the same as if it had not been missed. While full credit is always possible, you are reminded that a teacher’s facilitation of your completion of missed work (or alternate project) will neither enhance nor detract from the grade received for said work, as you remain responsible for earning your own grades.

## **COLLEGE VISITATION DAYS**

College visitation days are encouraged for eleventh and twelfth-grade students and their families to visit out-of-area colleges and universities for the purpose of appointments with admissions, financial aid, and other departments. The school sponsors one visitation to Pacific Union College as well as a college fair event at Sacramento Adventist Academy where students can meet with recruiters from a number of Seventh-day Adventist colleges and universities. Four college visitation days per year **(but not exceeding 3 in any one semester)** are allowed.

## **DISCIPLINE CODE**

### **DISCIPLINE PROCEDURES**

Some of EAS's disciplinary procedures include, but are not limited to, loss of privileges, confiscation, restitution, reassignment, suspension, and dismissal from school.

Each classroom teacher will determine his/her specific rules and consequences. When a student chooses not to comply with the teacher's rules, he/she may be referred to the school office and disciplinary action will be taken by the administration.

Enrollment at EAS is a privilege, not a right. EAS reserves the right, in its sole discretion, and in accordance with this handbook, to discipline, suspend, or expel any student.

### **STANDARDS OF CONDUCT & PROHIBITED ITEMS**

The following conduct can result in immediate disciplinary referral and possible suspension or expulsion:

- Any act, written, verbal, or gestural, which intimidates, threatens, degrades or disgraces another person.
- Open defiance or disrespect of or to school personnel or to anyone else who is acting in the name of the school.
- Intentional or negligent damage to school property or another's personal property.
- Academic dishonesty of any kind.
- Throwing items, rough-housing, or dangerous horseplay.
- Vandalism, theft of personal or school property (i.e. items in lockers, backpacks, and bags).
- Fighting.

- Possession of dangerous items such as fireworks, any kind of weapon, and other potentially dangerous items such as laser pointers, and knives.
- Possession, use, distribution, or sale of controlled substances, alcohol, tobacco, or illegal drugs.
- Profanity or obscene language or gestures written or verbal.
- No Skateboards or other like devices
- Gambling.
- Public display of affection.
- Leaving campus without permission.
- Sexual immorality.
- False fire or emergency alarm or threat of same.
- Failure to respond to teacher discipline for repeated minor offenses.
- Inappropriate communication with other people on the Internet.
- False 911 calls.
- Promoting or advertising non-Christian lifestyles (including, but not limited to, music, literature, posters, pictures, games, or symbols).
- Willful or persistent violation of school rules.
- Any other offense which the Administration may reasonably deem to fall within this category.

## **WEAPONS POLICY**

EAS defines a weapon as any device that may cause injury to persons or harm to property. These devices are not to be on campus or any school sponsored activities. The following includes by not limited to such devices as:

- Any fire starters such as matches or lighters
- All Knives or blades
- Pretend or real firearms and corresponding ammunitions
- Metal knuckles, nun-chucks, throwing stars, chains
- Slingshots
- Mace or other propellants
- Clubs
- Misused common objects such as laser pointers, pencils, scissors, files, etc.
- According to California state law, any explosive devices brought on campus by a student will result in immediate expulsion of that student.
- Any student in possession or using such devices will be dealt with immediately and proper authorities, such as, Sheriff will be notified.

Following actions will be taken: Confiscation of weapon, notification of

parent or guardian, and discipline process applied. Following actions may be applied on a case to case basis: immediate out-of-school suspension, notification of police, and dismissal from school.

## **SUSPENSION**

- Suspension is the removal of a student from the campus and also excludes them from all school-sponsored activities during the suspension. All documentation regarding the suspension will be kept on file in the school office.
- The duration of a suspension may be from a portion of a school day up to and not exceeding five consecutive school days. A suspension will be determined by the EAS administration.
- Absence due to suspension is unexcused. Tests and quizzes must be taken within two days of returning to school.
- Any student who receives suspension will be required to complete assigned work. If a student is assigned an in-school suspension, and a substitute teacher is necessary, then the parent is responsible for paying the cost of that teacher.
- Any student receiving a suspension will be disqualified from attending or participating in any EAS sanctioned activity on or away from the EAS campus.
- Any student receiving a third suspension in the same school year may be expelled for the remainder of the school year.

## **EXPULSION**

An expulsion results in a denial of admission to or entry into or upon the EAS school grounds. The student and parent/guardian will be given written notification regarding the expulsion. All documentation will be kept on file by the EAS administration. An expulsion may adversely affect a student from returning the next year.

## **DISCIPLINE COMMITTEE**

In some cases, the EAS administration may choose to take a situation to the Discipline committee which is composed of the principal, vice-principal, the student's home room teacher, and a school board member who will make a recommendation to the school administration. The final disciplinary action is at the sole discretion of the EAS administration.

## **SEARCH & SEIZURE**

The purpose of this policy is to:

1. Help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning,
2. Maintain and foster order and discipline, and
3. Deter students from bringing weapons, drugs, alcohol or other contraband (which also includes any material related to academic dishonesty such as, but not limited to answer keys to tests, cheat sheets, etc.) onto the school premises.

Students are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of weapons, drugs, alcohol, or other contraband in violation of school rule or policy or law.

All school-related property always remains under the control of school officials and is subject to search at any time. School-related property includes but is not limited to computers, lockers, cabinets, desks, bookcases, buses and other vehicles and items controlled or directed by school officials in the support of educational-related programs or activities.

## **BULLYING AND HARRASMENT CODE**

### **BULLYING**

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and intentionally excluding someone from a group with intent to emotionally impose hurt. It also includes behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious belief or practices and shall not be tolerated. Instruction and counseling are provided to promote positive racial and ethnic identity and to help students understand diverse cultures.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Both students who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

**There are three common types of bullying:**

1. Verbal bullying is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Taunting
  - Threatening to cause harm
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other students not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
3. Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

**Common types of normal school behavior that are NOT bullying includes:**

1. Not liking someone
2. Being excluded -- unintentionally
3. Accidentally bumping into another student
4. Making other kids play things a certain way
5. A single act of telling a joke about someone
6. Disagreements and arguments
7. Expression of unpleasant thoughts or feelings regarding others
8. Isolated acts of assertive behavior

Any incidents of bullying will be handled according to EAS discipline policy. Any student who engages in cyber-bullying, on or off the school premises, in a manner that impacts a school activity or school attendance shall be subject to discipline in

accordance with the school's policies and regulations. If the student is using a social networking site or service that has terms of use that prohibits posting of harmful material, the principal may also file a complaint with the internet site or service to have the material removed.

## **SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes, but is not limited to, graffiti, jokes and gestures.

In keeping with the school's responsibility to provide a safe learning environment for all students, the administration has also established the following policy regarding the issue of "sexting":

Sexting is the act of taking, sending, receiving or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing or even viewing pictures, text messages or emails that contain a sexual message or image a violation of this policy. This violation will result in school discipline, up to and including expulsion and the notification of local law enforcement. Students are expected to immediately report any such activities to a teacher or school administrator.

Incidents of sexual harassment from another student should be reported to the Principal. If an adult harasses a student, the student should report the incident to the Principal or the Superintendent of Education for the Northern California Conference of Seventh-day Adventists.

Students who sexually harass other students or adults are subject to discipline up to and including dismissal from school. Employees who engage in sexual harassment are subject to discipline up to and including termination.

## **CHILD ABUSE**

All teachers and staff are to report any knowledge, observations or reasonable suspicion that a child is a victim of child abuse to the Principal or Superintendent of Education for the Northern California Conference of Seventh-day Adventists. This information needs to be given to the proper authorities by phone and a written report needs to be filed as soon as practically possible.

## **DRESS CODE**

### **Dress Code Policy**

El Dorado Adventist School has a dress code policy that provides guidelines for student dress to be safe, clean, neat, appropriate, and modest. Students are expected to follow all dress standards while at any school-sponsored activity.

### **Dress Code**

- Footwear must be worn on all occasions on campus, as well as at all school-sponsored activities.
- Undergarments or clothing with the appearance of underclothing are inappropriate as outer-wear. Any underwear showing is inappropriate.
- Clothing must be modest in style with appropriate necklines (front and back) and arm openings.
- Midriffs should be covered at all times. (Midriffs should not be seen when sitting, standing, or when the arms are raised above the head.)
- No tank tops
- Sleeveless shirts may be worn if the straps are four fingers in width
- Tight-fitting garments are not acceptable.
- Acceptable shorts, skirts, and dresses are to be at least fingertip length when arms are relaxed at the side.
- Ear studs Ok. However, any jewelry that is deemed unsafe or inappropriate when asked to be removed must be removed.
- Leggings should not be worn as pants. They may be worn under appropriate skirts, dresses or tops.
- Tattoos (permanent or temporary) should be covered at all times.
- Except for students in grades K to 6, physical education and athletic attire such as sweat pants and gym shorts are for P.E. areas only and are inappropriate general campus wear.
- Hair is to be neat, clean, and not distracting.
- Hair should be kept a natural color.
- Clothing should not be torn, ragged, faded, sheer, or inappropriately patched
- Clothing should be free of inappropriate pictures or slogans and not reflect any subculture out of harmony with Christian standards.

- One piece or tankini bathing suits are recommended for girls. If a two piece bathing suit is to be worn, a non-white top must be worn over the suit at all times.

### **Dress Code Violation Discipline**

Students who fail to comply with the dress code may be removed from the classroom with an unexcused absence, a parent may be called to bring appropriate attire or sent home. Inappropriate items of clothing or jewelry may be confiscated and held for the remainder of the school year unless picked up by a parent. The school assumes no responsibility for confiscated items that might be lost, stolen, or damaged.

Any time spent out of class due to non-compliance to the dress code will be treated as an unexcused absence from class with possible academic consequences.

All actions regarding dress code violation consequences are at the sole discretion of the EAS administration. Repeat offenders shall be subject to additional measures, which may include parent conferences and out-of-school suspension.

## **ATHLETICS AND SPORTS CODE**

### **ATHLETIC ACADEMIC ELIGIBILITY**

The athletic director works with teachers to ensure that you maintain your eligibility status for your respective sport. Should you become ineligible for any reason, the athletic director will notify your coach.

If you are seeking to participate in the El Dorado Adventist School athletic program, you must maintain a minimum grade of "C" in every core subject to tryout. If, once on a team, your grade falls below a "C" in a core subject, you may, with the approval of the athletic director, continue to practice, but will be ineligible for games until a progress report shows improvement to a "C" average. If you fail to earn a minimum grade of "C" in a core subject for two consecutive grading periods, participation in athletics may be in jeopardy. Certain circumstances may warrant further review, at which time an ad hoc committee made up of school and athletic department representatives will review and enforce any necessary action.

## **FORMS**

You must have completed a **Physical Examination, a Sports Medical Permission Form, a Concussion Form, and a Parent/Student Agreement Form** before try-outs. These forms are available from the athletic department. All physical forms must be maintained on file. Physical Examination and Sports Medical Permission Forms are only valid for one year from the date of examination.

## **ATHLETIC FEES**

Most sports have a fee for league dues, compensation of officials, and team uniforms.

## **STUDENT ORGANIZATIONS**

Class or school student organizations are provided for spiritual and social activities and to foster school spirit and offer training in leadership. Officers must meet standard requirements and membership is open to all students and staff.

## **ELIGIBILITY TO HOLD OFFICE**

To hold an office at El Dorado Adventist School, you must be recognized as a supporter of the ideals of Christian education and must meet the following requirements:

- **SA**
  2. Have a minimum GPA of 2.5 from the preceding quarter and have no failing grades.
- **Class Offices**
  3. Have a minimum GPA of 2.0 from the preceding quarter and have no failing grades.
  4. For High School, have attended EAS the previous year.

If, after election, you fall short of these requirements, your position as an officer is in jeopardy until the above conditions are met. Inadequate grades will result in removal from office. *Class officers will be elected at the discretion of the class between September 1<sup>st</sup> and November 1<sup>st</sup>.*

Note that students are permitted to hold a maximum of one major office or two minor offices at any one time. Positions considered major offices are: editor of the yearbook, editor of the school paper, presidency of any club, SA, or organization, vice-presidency of any class, SA. All other offices are considered minor.

## **FACULTY SPONSORS**

A faculty sponsor must coordinate all student committees, officers' meetings, and group music practices. Clubs and classes have assigned faculty sponsors. Any activity or program must be planned in conjunction with the faculty sponsors. Activities not done in a routine manner must be approved by the administration after the student leaders and sponsors for the organization have developed their ideas.

## **TECHNOLOGY CODE**

### **ELECTRONIC DEVICES – CELL PHONES**

Electronic devices include cell phones, iPods, iPads, and e-readers. **If instructed by a teacher, students may use electronic devices for educational purposes during class time.**

Cell phones are to be used responsibly. They must be put away during class, study hall or chapel unless teacher gives permission. The consequences for student misuse of electronic devices are:

- First offense—Device will be held by the faculty member. The student may collect the device at the end of the school day.
- Second offense—Device will be held by the school office. The parent must collect the device from the office at the end of the school day.
- Third offense—Device will be held by school administration. The parent must collect the device during a conference with an administrator at the end of the school day.

All electronic devices should be kept in a secure place. The school cannot be responsible for damage, theft or loss.

### **Technology**

Since the network is provided for you to conduct research, access is given those who agree to act in a considerate and responsible manner. **Parental permission is required. Access is a privilege, not a right.**

You are responsible for Christian behavior and communication on the school computer network. You must comply with school standards and will honor the agreements you have signed. The school takes seriously the responsibility for appropriate use of the network. School staff will guide you towards resources acceptable within the framework of the general school standards. If you access

inappropriate material, the school will not be liable and you will forfeit network privileges at this institution.

It is recognized that technology is a vastly changing field that encompasses all items such as computers, laptops, cell phones, tablets, etc. You are expected to adhere to the following school principles:

- Be responsible and courteous with all technology communications, including hardware, software, and mobile devices.
- Be responsible with all computer hardware and software.
- Avoid altering computer programs, screen savers, icons, etc. without permission.
- Keep their passwords to themselves.
- Respect the confidentiality of folders, work, and files of others.
- Learn about and observe copyright laws.
- No Food or Drink in Computer labs.

Technology files will be treated like school lockers. School staff may review files and communications to maintain system integrity and ensure that you are using the system responsibly. Any activity not in accordance with these general rules may result in a loss of access as well as other disciplinary or legal action. Your devices used on school property or at school sponsored functions are expected to abide by the school technology standards.

### **LIBRARY/COMPUTER LAB/TECHNOLOGY CENTER**

Our EAS Library/Computer Lab/Technology Center is an exciting area of constant growth. The goal of our program is to support classroom studies, instill in students a love of reading, and encourage students' independent learning. It is open during school hours only. Students will visit weekly as a class, but may also visit the library individually when supervision is available.

1. The library facilities are for study and research. The library is not a place to visit with friends.
2. Students may be charged for materials taken without authorization.
3. No food or drinks are allowed in the Library
4. Students must have staff supervision at all times when using the Library

## **VEHICLE CODE**

### **VEHICLE USE BY STUDENTS**

Driving to and from EAS in an automobile or motorcycle is a privilege granted by parents and the school. That privilege should be taken as a serious responsibility at any age and at any time.

### **VEHICLE & DRIVER**

1. All vehicles must be registered in the office. This includes student owned vehicles as well as family cars that students may be driving to school on a part-time basis.
2. For each vehicle used, bring to the school office the current registration and proof of insurance, which meets the minimum liability standards of the state of California.
3. The school office will also need to copy your current driver license. After receiving the required documents, permission may be granted.
4. The school must be notified immediately in the event a license is suspended, revoked, or otherwise lost or restricted, and in the event insurance changed, lost, or cancelled.
5. You, as part of becoming a responsible adult, are responsible for operating their vehicles responsibly, safely, and in compliance with law. EAS is not responsible for student vehicle use – parents and student drivers are. EAS, in its sole discretion, reserves the right to revoke your driving and parking privileges at any time.

### **SCHOOL PARKING**

1. Please note that EAS cannot assume liability for cars while parked or being driven on campus.
2. When you arrive at the school, you are to park your car. Vehicles are to remain parked until leaving for the day.
4. You are not to sit or lounge in cars during school hours.
5. While news or music is important to many people, we assume others on campus do not appreciate hearing it. So, do your best to keep the radio (or other sources of sound...exhaust, etc.) to a minimum.

## **OVERNIGHT PARKING**

Student vehicles may not be left on campus overnight unless approved by EAS Administration for a school-sponsored event. Please note that gates are locked at night and no access is available during that time.

## **ACCIDENTS ON SCHOOL PROPERTY**

Should there be a vehicle accident on school premises, it must be reported to the principal immediately by the parties involved and any witnesses.

## **STUDENT ACCIDENT INSURANCE**

EAS's student accident insurance does not cover injuries sustained while riding a two, three or four-wheeled ATV motor vehicle. Therefore, students riding motorcycles to and from school should not plan on benefits provided by this type of insurance in case of an accident. Also, you may not transport fellow EAS students as passengers on your motorcycles or scooters.

## **SPEED LIMIT & CALIFORNIA TRAFFIC LAWS**

1. The speed limit in the parking lots and on campus is 5 miles per hour.
2. All drivers are expected to obey the California State traffic laws at all times.

## **DRIVING TO OFF-CAMPUS SCHOOL-SPONSORED FUNCTIONS**

Students are not allowed to drive their cars to off-campus school functions, such as ski trips, tours, etc.

## **CLOSED CAMPUS**

Your safety is very important to El Dorado Adventist School. EAS is a closed campus. This means that you must remain on-campus for the entirety of your school day unless you are picked up by approved person. You must sign out in the office before leaving and sign in when you return. If you fail to comply with the closed campus policy, you will face disciplinary action. The closed campus policy is intended to ensure that all students remain accounted for throughout the school day.

If a student does not have the last period class of the day, they may leave campus. However, they must remain off campus until the school day is over. Furthermore, if they transport another student during this last period, they must meet California driving regulations, have parental permission recorded in the office and parental permission of the passenger recorded in the office. All students leaving early must sign out in the office.

**LOSS OF PRIVILEGE**

Failure to observe the above guidelines may result in immediate and permanent loss of on-campus driving privileges.