

PONDEROSA HIGH SCHOOL STUDENT HANDBOOK 2025- 2026



“HOME OF THE BRUINS”

3661 Ponderosa Road
Shingle Springs, CA 95682

(530)677-2281
bruin.eduhsd.k12.ca.us

Ponderosa Alma Mater

“Far above the valley
'neath the mighty oak and pine of Ponderosa
You'll hear us praise our alma mater
Sounding from the hills and through the valley
Ponderosa, hail the green and gray of Ponderosa, this, our praise,
we sing thee, hail all hail.”

TABLE OF CONTENTS

MISSION STATEMENT	4
STUDENT CALENDAR	5
BELL SCHEDULE	6
CAMPUS MAP	7
 PONDEROSA HIGH SCHOOL STUDENT RESPONSIBILITIES	
SCHOOL CLIMATE & SAFETY	8
BEHAVIOR EXPECTATIONS & DISCIPLINE	8
ID CARDS	8
STOPIT MOBILE APP	8
CLOSED CAMPUS	8
OFF-LIMITS AREAS	8
FOOD SERVICE	8
CELL PHONES & ELECTRONIC DEVICES	9
BREACH OF INTEGRITY	9-10
SKATEBOARDS, HOVERBOARDS, SCOOTERS, BIKES, ROLLERBLADES & OTHER ITEMS	10
LOCKERS	10
DRUGS & ALCOHOL	10
TOBACCO	10
E-CIGARETTES	10
SEXUAL HARASSMENT	10
SEXTING	10-11
DETENTIONS	11
SUSPENSION & EXPULSION	11-12
WEAPONS & DANGEROUS INSTRUMENTS	12
DANCE POLICIES & GUIDELINES	12-13
STUDENT DRESS	13-14
 ATTENDANCE POLICIES	
STUDENT ATTENDANCE POLICY	14
ABSENCE VERIFICATION	14
TARDY POLICY	14
TRUANCY	14
EARLY DISMISSAL/LATE ARRIVAL	14-15
ILLNESS	15
HOMEWORK REQUESTS	15
MAKE-UP WORK	15
MINIMUM ATTENDANCE	15
HOME & HOSPITAL TEACHING	15
STUDENT ATHLETES	16
FINAL EXAMS & TESTING	16
EMERGENCY CHECKOUT	16
VEHICLE USAGE & PARKING	16
FINANCE OFFICE	16

ACADEMIC EXPECTATIONS

FLEX AND FLEXISCHED	16-17
GRADUATE LEVEL STANDING	17
EXTRACURRICULAR ELIGIBILITY	17
COLLEGE/UNIVERSITY A-G ADMISSION REQUIREMENTS	17
A-G COMPLETION SILVER CORD	18
VALEDICTORIAN & SALUTATORIAN REQUIREMENTS CLASS OF 2026 AND BEYOND	18
STUDENT ACADEMIC RECOGNITION: PRINCIPAL'S HONOR ROLL	18
CENTRAL SIERRA REGIONAL OCCUPATIONAL PROGRAM	19
STUDENT ORGANIZATIONS	19
PONDEROSA HIGH SCHOOL ADMINISTRATION	20
SPECIAL DATES	20

MISSION STATEMENT

Ponderosa High School's mission is to support students as they excel in their chosen endeavors and develop PRIDE in their academics, maintain integrity and HONOR in their character, and embody a SPIRIT of service on campus and in the community. Ponderosa is committed to creating and maintaining outstanding educational programs to foster student development and exploration.

Ponderosa's School-wide Learner Outcomes are built around this same pride, honor, and spirit!

HOW TO BE A BRUIN

PRIDE

I will take **PRIDE** in my education by:

Pursuing academic and personal goals with hard-work, determination, and grit.

Being a productive and dignified student with high -character, self-respect, and positive self-esteem.

HONOR

I will demonstrate **HONOR** by:

Maintaining a strong commitment to myself, others, and my community.

Being a positive motivating force through honesty, integrity, and consideration for others.

SPIRIT

I will show school **SPIRIT** by:

Becoming involved in my school and community while celebrating the accomplishments of others.

Making our campus feel welcoming through kindness, empathy, and involving everyone.

PONDEROSA *Bruins* 

EL DORADO UNION HIGH SCHOOL DISTRICT

Student 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

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

 **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

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

 **Intercession**

May 26-June 4 Intercession (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

Ponderosa High School

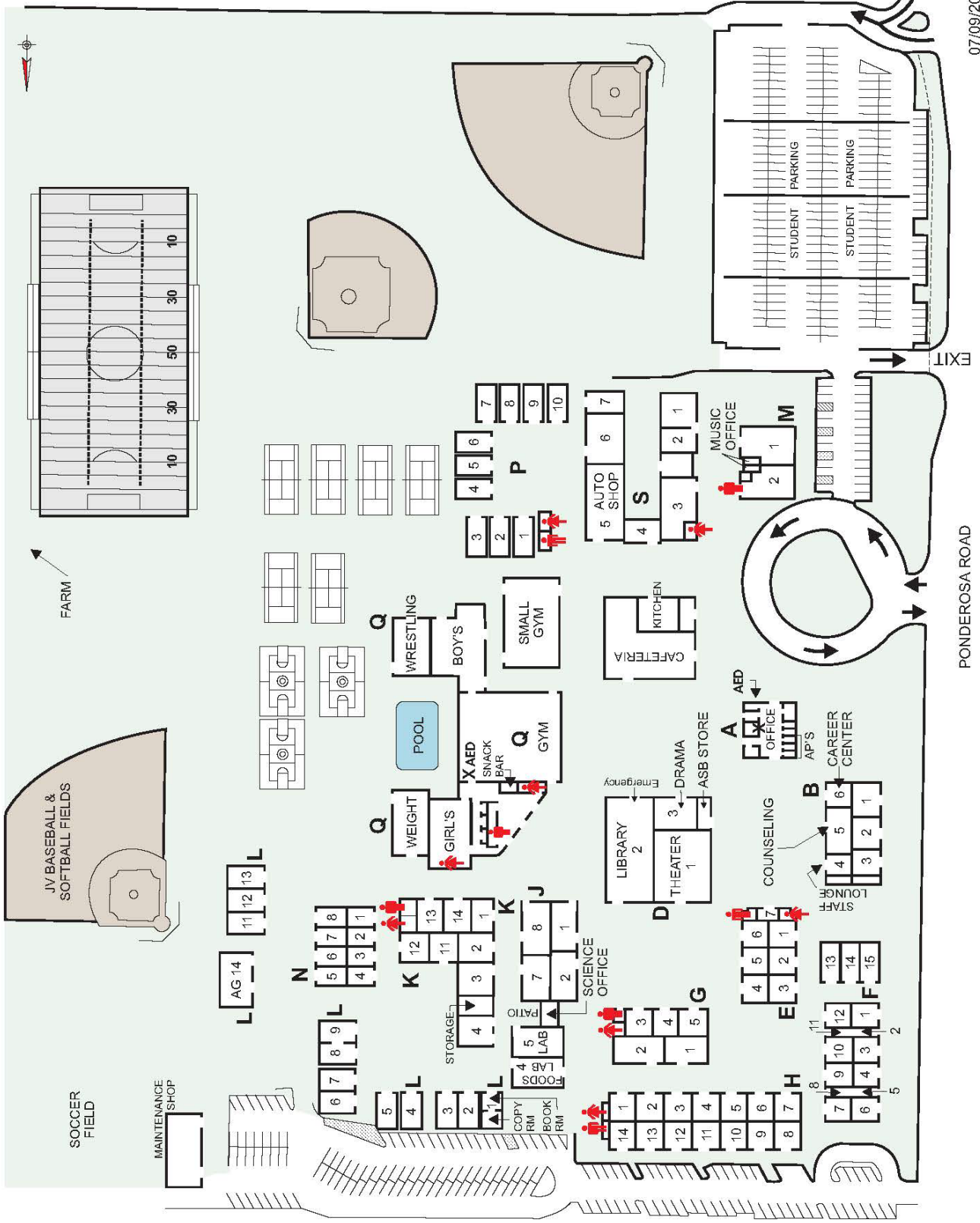
2025-2026 Bell Schedule

Monday			Tues/Thurs			Wed/Fri	
1st	8:30-9:10		1st	8:30-10:02		2nd	8:30-10:02
2nd	9:16-9:58		Break	10:02-10:10		Break	10:02-10:10
3rd	10:04-10:44		3rd	10:16-11:50		4th	10:16-11:50
4th	10:50-11:30		Flex	11:56-12:29		Flex	11:56-12:29
5th	11:36-12:16		Lunch	12:29-12:59		Lunch	12:29-12:59
Lunch	12:16-12:46		5th	1:05-2:37		6th	1:05-2:37
6th	12:52-1:32		7th	2:43-3:30		7th	2:43-3:30
7th	1:38-2:18						



PONDEROSA HIGH SCHOOL
 3661 Ponderosa Road
 Shingle Springs, CA 95682
 (530) 677-2281

SITE MAP



PONDEROSA HIGH SCHOOL STUDENT RESPONSIBILITIES

SCHOOL CLIMATE & SAFETY

The staff and administration of Ponderosa High School recognize that all students have the right and expectation to a safe and welcoming educational environment. In an effort to protect and foster a positive learning environment, administration makes efforts to reduce bullying and harassment of any type. These behaviors are detrimental to all aspects of student life, and damage efforts to create a positive school culture. Please visit our school website at <http://bruin.eduhsd.k12.ca.us> to view our School Safety Information under the "School Info" pull-down menu.

BEHAVIOR EXPECTATIONS & DISCIPLINE

Expectations for student behavior have been established to ensure the integrity of the learning environment, campus safety, and in order to support the teaching and learning environment.

ID CARDS

Each student is issued a Student Identification Card that should be carried at all times. Upon request by school personnel, a student is expected to show the ID card. **ID Cards are needed for most student activity events.** There will be a charge of \$5 to replace lost cards. Replacement cards may be obtained through the Student Store. ID cards can also be accessed digitally through the 5Star app.

STOPit MOBILE APP

Students will have access to the STOPit mobile app, which has two simple but powerful features. "Report" can be used by students to report incidents to school contacts anonymously and "Get Help" can be used to engage in anonymous two-way communication with school contacts. Students can download the app from the Apple Store or from Google Play. The Access code for our school is: PHS

CLOSED CAMPUS

Students must remain on the campus until their school day is completed. Students who ride the bus to and from school must stay on campus during their unassigned periods. Students may only leave campus with parent permission and an off-campus pass from the Attendance Office. Violation of this rule will result in an assignment to Saturday School. Students who drive other students off campus will receive a Saturday School for the first offense. Repeated incidents may result in suspension.

OFF-LIMITS AREAS

Certain areas on and around campus at Ponderosa are off-limits to students. They are as follows:

- The Staff Parking Lot.
- The Main Student Parking Lot, Upper Parking Lot, Farm, and Visitor Parking areas during classes, passing periods, breaks and lunch.
- All athletic fields, dugouts, and undeveloped areas except when assigned to classes being conducted there.

FOOD SERVICE

The Cafeteria is open for food service at breakfast and lunch. **Door Dash, Uber Eats, Grub Hub and ALL food delivery services for students are NOT allowed on campus.**

CELL PHONES & ELECTRONIC DEVICES

The recently passed Phone-Free Schools Act requires that all schools implement policies that “*limit or prohibit the use by its pupils of smartphones while pupils are at a school site or while the pupils are under the supervision and control of an employee or employees of that school district.*” The passage of this law was driven by research noting the distractions that electronics cause during instructional time, as well as the negative impacts of prolonged cell phone use by teens. With those things in mind, we have updated our electronics policy and the related consequences.

Ponderosa students may use cell phones and electronics on campus during lunch, nutrition break, passing periods, and before and after school. Students are expected to have cell phones and other electronics turned off and put away during class time, including Flex Time. Some teachers may require students to store phones in a caddy or lock box at the beginning of the class period. In classrooms where a storage method is not being utilized, students should store their phones in their backpacks. Other electronic devices including smart watches, airpods, headphones, tablets, etc., must also be stored during class time. In unique situations where a classroom Chromebook is not suitable, a teacher may authorize students to use their phones during class time for instructional purposes. If your student has an accommodation for the use of an electronic device to monitor a health condition or another diagnosed condition, they will still be able to use their device as prescribed for their condition.

When a student leaves the classroom for the restroom, library, etc., their phone and other devices should remain put away in the classroom. Students found using an electronic device outside the classroom during class time will receive the same consequences as if they were found using the device in the classroom.

When a student is found to be using an electronic device during instructional time, the following procedures will be followed:

1st Offense: The electronic device will be delivered to the office to be securely stored for the remainder of the school day, and the teacher will contact the parent/guardian via phone or email.

2nd Offense: The electronic device will be delivered to the office to be securely stored for the remainder of the school day. Two detentions will be assigned. The dean or an assistant principal will meet with the student and contact the parent/guardian via phone.

3rd and subsequent offenses: The electronic device will be delivered to the office to be securely stored for the remainder of the school day. The student will be required to turn in their phone to the office at the beginning of each of at least the next three school days, to be returned at the end of the student's school day. Saturday School will be assigned. The dean or an assistant principal will arrange a conference with the parent to put a plan in place to assist the student in following the electronics policy.

Per board policy, the school is not responsible for lost, stolen, or damaged electronics that students bring to campus.

BREACH OF INTEGRITY

The cheating policy is a four year policy and covers the following infraction(s):

- Copying from another student or knowingly allowing another to copy.
- Using unauthorized materials and/or technologies.
- Plagiarizing work, which is the appropriation of any work that is not original to the writer without acknowledging/citing said work as such by student and submitting said work for credit.
- Knowingly obtaining, possessing, providing, using, buying, selling, or soliciting in part or whole the contents of an examination/test/quiz.
- Intentionally disadvantaging other students by tainting lab results, destroying the work/project of another, erasing another person's work/project or program, etc.

- Altering grades.
- Forging.
- Using online translators inappropriately.

SKATEBOARDS, HOVERBOARDS, SCOOTERS, BIKES, ROLLERBLADES & OTHER SUCH ITEMS

Skateboards, scooters, bikes and roller skates/blades and other such items are not allowed on campus at any time, and are subject to confiscation.

LOCKERS

Lockers are the property of the school. Students may not paint their lockers (inside or out), nor add stickers or writing. Any writing on lockers will be considered vandalism.

DRUGS AND ALCOHOL

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

Repeat offense of marijuana/alcohol violations or a first offense for sales or possession for the purpose of sale will result in a suspension pending expulsion. Unlawful possession of any controlled substance listed in Chapter 2 (starting with Sec. 11053) of Division 10 of the Health & Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis shall result in a recommendation for expulsion: which includes Codeine, Vicodin, and Oxycodone. State law also forbids offering a substance for sale as a drug even though, in fact, the substance is not actually an unlawful drug.

TOBACCO

The state and district have determined that the use of tobacco and related substances are injurious to a student's health. The governing board has banned the possession or use of tobacco in any form and related substances from the high schools of the district. Students who possess or use any form of tobacco and related substances will receive progressive consequences according to district policy, and may also be cited by the School Resource Officer.

E-CIGARETTES

Devices such as water pipes (hookahs), pipes, e-cigarettes, electronic pens, vaporizers, and steam stones, can potentially, be used as drug paraphernalia. These items are prohibited on El Dorado Union High School District property and school campuses. Appropriate disciplinary action will be administered up to and including suspension/expulsion for students who possess such items.

SEXUAL HARASSMENT

Sexual harassment means any verbal, visual, or physical behaviors of a sexual 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 (Ed. 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 or any other responsible adult on campus.

SEXTING

Sexting is the sharing of nude or semi-nude pictures via text or other electronic means. By law, a nude or obscene photo of an individual under 18 years old can be considered child pornography. Possession or sharing of such photos is illegal, can result in felony charges and discipline may be administered per

District Guidelines. Anything sent or posted electronically is permanent regardless of what the website or app advertises.

DETENTIONS

All detentions must be served. Failure to attend detention may result in Saturday School or Social Probation. Detention may be served during 1st period, lunch, and 7th period, as well as after school (immediately following final school bell of the day).

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 PHS 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.

GROUND FOR SUSPENSION & 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 done 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 & Safety Code 11053 et seq., alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health & Safety Code 11053 et seq., alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any other person another liquid, substance, or material, and represented same as controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products (except as an ingredient of a prescribed drug that requires ingestion during school hours), including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel, and e-cigarettes.
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 Sec. 11014.5 of the Health & Safety Code.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Sexual harassment (conduct described as sexual harassment must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative

impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.)

14. Caused, attempted to cause, threatened to cause or participated in an act of hate violence. (Definition of hate violence: any act punished under the following sections of the Penal Code: 422.6, 422.7, and 422.75.
15. Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

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

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

WEAPONS OR DANGEROUS INSTRUMENTS

Students are not allowed to possess or bring onto campus 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 with an unguarded blade.
3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers or inflammable fluids, and other hazardous devices including pepper spray.

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

DANCE POLICIES

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

1. All fines must be paid or cleared 24 hours before the final day of ticket sales. A current Ponderosa ID card or ASB card is required to purchase tickets. Students and guests must present a picture ID to be admitted to dances.
2. All detentions and Saturday School assignments must be served prior to purchasing a dance ticket.
3. Students will conduct themselves in a socially acceptable manner in dress and actions (see Bruin website under Dances). All students will be issued a wristband upon entering the dance. Violations of dance policy will result in a warning and the removal of the wristband. A second violation will result in removal from the dance. Students removed from a dance for any infraction will be prohibited from attending the next two consecutive school dances (including subsequent years). Administration has the right to increase the number of dances a student is prohibited from attending depending on the severity of the infraction, including specific bans. Students found to

be in attendance at a dance they did not purchase a ticket for or were not cleared to attend, will be charge for the price of a ticket to the dance.

4. Students who bring a guest to the dances must obtain a guest pass completed by the PHS student, guest signature and guest parent signature (if applicable). If the guest is attending high school, their Administration must also sign the guest pass. All guest passes are submitted to the Assistant Principal's office for final approval and can take up to 24 hours to process. 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. Approved guests must be of high school age and cannot be older than 20 years old. Guests are allowed at Homecoming, Sadie's and Prom dances.
5. Most dances start at 7 PM and end at 10 PM. (exception of Prom, 6PM -10:30 PM.). Doors close 90 minutes after the start of the dance. Exceptions to this must be cleared with the Activities Director prior to the dance.
6. Students or guests who leave the dance will not be readmitted, and must leave campus immediately.
7. Tickets for guests may only be purchased by the person bringing the guest.

DANCE PROCEDURES/GUIDELINES

1. No back-to-front dancing.
2. When facing your partner, a hand width distance must separate partners.
3. Partners may slow dance in a hug position; however, this must be appropriate.
4. No body parts other than feet may be touching the dance floor.
5. No wrapping of one's legs around another person.
6. No grinding, inappropriate touching of another person.
7. No moshing, pushing or body surfing at any time.
8. No glow stick mouth wafers allowed (potential choking hazard.)

First Warning = loss of wristband

Next Warning = removal from the dance and loss of participating in the next two consecutive dances

STUDENT DRESS

Students of Ponderosa High School are expected to dress for the business of school, and in a manner that is consistent with the following guidelines and regulations of the County Health and Safety Department.

1. Shoes must be worn at all times.
2. Covered shoes and covered leg apparel are required for certain classes (e.g., shop, science).
3. Logos, slogans, and decorations on any apparel, which is inappropriate, offensive, or potentially disruptive to the educational process, are not permitted. Any graphics or language that refers to alcohol, drugs, or tobacco, or contains sexual inferences is not permitted.
4. Students will be asked to immediately correct the following conditions or to go home to change clothes:
 - a. visible midriffs
 - b. visible undergarments
 - c. strapless dresses, tube tops, and revealing blouses
 - d. sleeveless undershirts; "muscle" shirts
 - e. The wearing of wallet chains, pointed studs or any accessory deemed potentially dangerous by school staff
5. Gang associated apparel
6. Short shorts and short skirts that are not appropriate

7. Specific rules in certain classes may exist for health and/or safety reasons (ex. rules governing jewelry, hair, etc.)

ATTENDANCE POLICY

As per California Education Code Section 48205, students are expected to attend all scheduled classes on a daily basis. Absence from class is excused for illness, medical appointments, and funerals for members of the immediate family. Other absences that are valid, with prior approval, include unavoidable family travel, court appearance, and school activities. Absences that are not valid include cutting school, oversleeping, working, baby-sitting, DMV appointments, personal business and unverified illness. Consequences for violations will be administered. Parents may not excuse students to leave the classroom except for a valid appointment. Students found to be habitually truant will be sent to the School Attendance Review Board (SARB).

ABSENCE VERIFICATION

Reasons for student absences are to be verified by a phone call (530)677-2281 ext. 1 or a note brought to the attendance office within 48 hours. Parents, doctors, or school officials may verify absences.

Students, who have attained the age of eighteen years may verify their own absences. The school may request additional verification when deemed necessary. Absence verification should include the following information:

- First and last name of the student
- Date(s) absent
- Reason for the absence
- Name and relationship of the person verifying the absence

TARDY POLICY

- 1st tardy: Student/teacher conference
- 2nd tardy: Student/teacher conference. Parent contact is encouraged via phone, email, or other methods of communication used.
- 3rd/4th tardy: Teacher assigned detention. This detention is to be served with the individual teacher or in the school-sponsored detention. Teacher will issue detention slip directly to the student.
- 5th and subsequent tardies: Referral to Dean of Students.

TRUANCY

When a student has repeated absences for unacceptable reasons, the student will be considered a "habitual truant". This may result in a referral to the Student Attendance Review Board (SARB), or the filing of an application for petition with the El Dorado County Probation Department, or a complaint may be filed against the parent in the Justice Court. Habitual truancy constitutes grounds for an involuntary transfer to an alternative school.

EARLY DISMISSAL/LATE ARRIVAL

If your student needs to be dismissed early, your student must come to the Attendance Office window with his/her note, before school, during break, or at lunch to obtain a pass. The note must include his/her NAME, GRADE, TIME, DATE AND REASON for dismissal. Failing to check out properly will result in a referral with an assigned detention. After obtaining a pass, the student is considered to be "checked out" and can then leave campus at the time shown on the pass.

If your student is arriving late to school, your student must check in at the Attendance Office window for a pass to class.

ILLNESS

If your student gets ill during class time, they must go to the health office. If needed, the student will be checked out through the health office not the attendance office. If your student contacts you directly, please instruct them to go to the health office.

HOMEWORK REQUESTS

If your student is absent from school, homework should be requested directly from their teacher. You can email your student's teachers using the teacher's first initial and last name @eduhd.net. Students can also access teacher websites by going to the Ponderosa website and going to the 'Students' tab, then click on 'Teacher Websites'.

MAKE UP WORK

Two (2) school days will be allowed to make up each day's excused absence. Students absent for school-sponsored activities may be required by the teacher to make up the work before the absence. A student 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 an assignment is due, and the student had prior knowledge of the assignment, the student may be required to submit that assignment upon the day of his/her return. If sufficient make up time is not possible prior to the grading period, the teacher may issue an "I" (Incomplete) grade until such time as the work is completed. A maximum of four weeks after the grading period is allowed for such make up work. The student is responsible for arranging for make-up work.

LAB SCIENCE MAKE UP POLICY

If you are absent for a lab experience, the teacher determines what the make-up assignment consists of and will issue one reasonable make up opportunity. Failure to attend the scheduled make up session will result in the student not earning credit for that lab. Efforts will be made to provide students the opportunity to make up labs, but not all such requests are reasonable given the scale and scope of particular labs. For some labs (including but not limited to dissections), it may not be reasonable to reconstruct the entire lab. Failure to attend and complete lab assignments may result in the student being unable to demonstrate mastery of the required UC lab science and Honors designation requirements.

Per EDUHSD policy, if a student shows a pattern of chronic absenteeism due to illness (more than 14 per academic year), district staff may require physician verification of any further student absences.

MINIMUM ATTENDANCE

Good attendance is a prerequisite to satisfactory job performance. The same holds true for school. Class time missed cannot be fully replaced with make-up assignments. Students who are absent, for any reason, more than 20 percent of the time should not expect to pass the class.

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.

STUDENT ATHLETES

Student athletes must attend the majority of their school day on the day of a game or practice in order to participate. The majority of the school day is the number of classes they attend out of the total classes they are assigned on a given day. For example, on Mondays, a student with 6 classes must attend at least 4 of 6. If a student has four classes on a block day, they must attend for at least 3 of their 4 classes. Athletes are expected to attend all classes and be prompt. Unexcused absences from classes during the season may result in forfeiture of practice or games.

FINAL EXAMS & TESTING

During final exams and standardized testing we cannot interrupt classes to deliver passes. The ONLY way to check your student out of class during this time is to have them bring a note to the attendance office before class starts or during break. We will issue them a pass to leave after they have finished testing.

EMERGENCY CHECKOUT

For an emergency checkout, please call the Attendance Office (530) 677-2281 x 1. Please use this option ONLY IN AN EMERGENCY.

VEHICLE USAGE/PARKING

Students are not guaranteed parking. Students may find it difficult to secure parking. We encourage students to use district transportation. For students driving to/from Ponderosa, the following rules apply:

- Parking is limited to the South/Main Student Parking Lot, East/Upper Farm Parking Lot, and legal street spaces.
- Students parking in the Visitors' Parking spaces or the North/Staff Parking Lot will be assigned the appropriate disciplinary consequence.
- Students must leave their vehicles immediately upon parking.
- All parking lots and cars parked on surrounding streets are off-limits during the school day.
- The campus speed limit is 5 MPH. Drive safely!

FINANCE OFFICE

The finance office is accessible through the walk-up window on the west side of the Administration building. The Finance Window hours are before and after school, and during lunch. Do not come to the Finance Office during class-time.

FLEXTIME & FLEXISCHED

FlexTime is a 30 minute class period held Tuesday through Friday where students can choose which teacher they would like to see each day. During this time they can meet with teachers to make up assignments, get additional support or re-teaching, access a quiet study hall or attend unique enrichment lessons.

FlexiSched is the program we use for staff and students to schedule their flextime.

STUDENT EXPECTATIONS DURING FLEXTIME (HOW TO BE A BRUN!)

We take **PRIDE** in our academics by:

1. Remembering to sign up for Flex by Monday afternoons each week.
2. Choosing FlexTime offerings based on academic need.
3. Changing Flex selections daily, if needed.

We **HONOR** others during FlexTime by:

1. Following teacher behavior expectations.
2. Carefully reading teacher's Flex descriptions to select ones that match our specific needs.
3. Preparing specific questions to get help from our teachers.

We nurture our **SPIRIT** by:

1. Attending enrichment offerings to explore our passions.
2. Getting involved in on-campus clubs and activities.
3. Taking risks by selecting offerings outside our comfort zone to learn something new.

GRADUATE LEVEL STANDING

Students must earn a minimum of 240 credits to graduate. The minimum credits required are as follows:

SUBJECTS	CLASS OF 2025/2026	CLASS OF 2027/2028
Social Science	3 years (30 credits)	3 years (30 credits)
English	3 years (30 credits)	4 years (40 credits)
Mathematics	3 years (30 credits)	3 years (30 credits)
Science	2 years (20 credits)	2 years (20 credits)
Electives	80 credits (can be in any area, including those listed above)	70 credits (can be in any area including those listed above)
Foreign Language OR VAPA OR CTE	2 years (20 credits)	2 years (20 credits)
Health Education	1 semester (5 credits)	1 semester (5 credits)
Technology Proficiency	1 semester (5 credits)	1 semester (5 credits)
Physical Education	2 years (20 credits)	2 years (20 credits)

EXTRACURRICULAR ELIGIBILITY

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.

COLLEGE/UNIVERSITY A-G ADMISSION REQUIREMENTS

The following chart lists course requirements for the U.C. and C.S.U. systems. Plan your four years well! Students must pass with a "C" grade or better to qualify for A-G. See your counselor for further details.

SUBJECTS	CLASS OF 2025/2026	CLASS OF 2027/2028
Social Science	2 years	2 years
English	4 years	4 years
Mathematics	3 years (UC recommends 4)	3 years (UC recommends 4)
Science	2 years (must be lab classes) (UC recommends 3 years)	2 years (must be lab classes) (UC recommends 3 years)
Foreign Language	2 years (UC recommends 3)	2 years (UC recommends 3)
VAPA	1 year	1 year
Electives	1 year (college prep elective)	1 year (college prep elective)

A-G COMPLETION SILVER CORD

Seniors completing the California State University and/or the University of California A-G entrance requirements through finishing the courses listed on the Ponderosa High School A-G course list with a "C" or better, will receive a silver cord to wear at graduation. The cord will represent students that have successfully completed college preparatory courses while at Ponderosa High School as outlined by the CSU and UC systems.

VALEDICTORIAN/SALUTATORIAN REQUIREMENTS CLASS OF 2026 AND BEYOND

VALEDICTORIAN REQUIREMENTS

- Maintain good behavior and citizenship throughout high school including not being suspended from school for any reason.
- Take the CAASPP during the junior year and earn a score that meets or exceeds the state standard in English and math.
- Earn the highest GPA in the graduating class calculated as follows:
The total weighted GPA will be based on 210 credits (the first seven semesters of high school at 30 credits per semester) including six courses from the freshman year, six courses from the sophomore year, six courses from the junior year, and six courses from the first semester of the senior year. If the student took fewer courses in any given semester than the minimum noted above, a course from another semester will be used in which the student took more than the minimum and provides the student with the highest number of grade points. If the student took more than the minimum number of courses noted above in any given year, the course grades that contribute the most grade points in each semester will be used to calculate the GPA. In the event of an exact tie in total weighted GPA, both students will be named valedictorians.

SALUTATORIAN REQUIREMENTS

- Maintain good behavior and citizenship throughout high school including not being suspended from school for any reason.
- Take the CAASPP during the junior year and earn a score that meets or exceeds the state standard in English and math.
- Earn the second highest GPA in the graduating class calculated as follows:
The total weighted GPA will be based on 210 credits (the first seven semesters of high school at 30 credits per semester) including six courses from the freshman year, six courses from the sophomore year, six courses from the junior year, and six courses from the first semester of the senior year. If the student took fewer courses in any given semester than the minimum noted above, a course from another semester will be used in which the student took more than the minimum and provides the student with the highest number of grade points. If the student took more than the minimum number of courses noted above in any given year, the course grades that contribute the most grade points in each semester will be used to calculate the GPA. In the event of an exact tie in total weighted GPA, both students will be named salutatorians.

STUDENT ACADEMIC RECOGNITION: PRINCIPAL'S HONOR ROLL

The Principal's Honor Roll recognition (block letters "P" and pins) are awarded twice a year, after the end of each semester. Students who are on the Principal's Honor Roll have earned a 3.0 grade point average or higher, with no F's.

Students must earn a 3.5 grade point average for 3 out of 4 consecutive semesters to earn their block letter. Various patches are awarded for maintaining the 3.5 GPA for subsequent semesters.

Student recipients of the Principal's Honor Roll are presented with their block letter "P" and/or pin and a personal letter from the principal, in front of their peers during their second period class. The earliest a student may be recognized is during the student's second year attending the high school.

CENTRAL SIERRA REGIONAL OCCUPATIONAL PROGRAM

ROP classes are taught in two or three period blocks of time. ROP classes taught on the Ponderosa High School campus include Diesel Engines, Animal Health, and Law Enforcement.

ROP classes available at District campuses include Automotive Engines, Cosmetology, Metal Fabrication/Welding, Architectural CAD, Dental Careers, Health Careers, Culinary Arts, and Fire Control Technician. The purpose of the ROP is to provide students with marketable job skills upon graduation. ROP works in cooperation with local businesses to provide students with on-the-job training on up-to-date equipment. Students are encouraged to take advantage of the career training options available to them.

STUDENT ORGANIZATIONS

Ponderosa has a large number of student organizations and clubs available for students to join. Please refer to the Bruin website for further information.

PONDEROSA HIGH SCHOOL ADMINISTRATION

NAME	ROLE	PHONE EXT.	EMAIL
Jeremy Hunt	Principal	2216	jhunt@eduhsd.net
Kristina Mumford	Assistant Principal	2217	kmumford@eduhsd.net
Darrin Slojkowski	Assistant Principal	2218	dslojkowski@eduhsd.net
Sarah Shintaku	Dean of Students	2213	sshintaku@eduhsd.net
Jim Spratling	Director of Guidance	2227	jspratling@eduhsd.net
Mandy Fiedler	Counselor	2269	mfiedler@eduhsd.net
Katie Hunter	Counselor	2229	khunter@eduhsd.net
Lisa Woods	Counselor	2228	lwoods@eduhsd.net
Alex LaBass	Athletic Director	2246	alabass@eduhsd.net
Ashlie Yates	Activities Director	2399	acouch@eduhsd.net
Kaylee Meinz	Admin Asst. to the Principal	2216	kmeinz@eduhsd.net
Kellie Rath	Asst. Principal's Secretary	2211	krath@eduhsd.net
Cindy St. Pierre	Attendance Clerk	2215	cstpierre@eduhsd.net
Pam Birak	Attendance Clerk	2230	pbirak@eduhsd.net
Angela Stevens	Athletic Secretary	2210	astevens@eduhsd.net
Gaynor Driscoll	Registrar	2226	gdriscoll@eduhsd.net
Amy Dreher	Counseling Secretary	2225	adreher@eduhsd.net
Cammie Escobar	Career Guidance Specialist	2224	cescobar@eduhsd.net
Amy George	Finance	2221	ageorge@eduhsd.net
Jen Zimny	Librarian	2271	jzimny@eduhsd.net
Tim White	Nutrition Services Supervisor	2240	tcwhite@eduhsd.net
Nick Medina	Plant Manager	2301	nmedina@eduhsd.net

SPECIAL DATES

First Day of School	August 6 th
Labor Day (No School)	September 1 st
End of First Quarter	October 10 th
Staff In-Service Day (No School)	October 13 th
Veteran's Day (No School)	November 11 th
Thanksgiving Break	November 24 th – 28 th
End of First Semester	December 19 th
Winter Break	December 22 nd – January 2 nd
Dr. Martin Luther King Jr. Day (No School)	January 19 th
Lincoln's Day (No School)	February 13 th
Washington's Day (No School)	February 16 th
End of Third Quarter	March 13 th
Spring Break	March 27 th – April 6 th
Last Day of School/Graduation	May 22 nd
Memorial Day	May 25 th
Intersession	May 26 th – June 4 th