

**El Camino
Fundamental
High School
*Home of the Eagles***



***2019/2020
Student Handbook***

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San Juan
Unified School District

SAN JUAN UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

Pam Costa, President
Paula Villescaz, Vice President
Michael McKibbin, Ed.D., Clerk
Zima Creason, Member
Saul Hernandez, Member

DISTRICT ADMINISTRATION

Kent Kern, Superintendent of Schools
Melissa Bassanelli, Deputy Superintendent, Schools and Student Support
Kent Stephens, Deputy Superintendent
Linda C.T. Simlick, J.D., General Counsel
Debra Calvin, Ed.D., Assistant Superintendent, Educational Services
Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation
Rick Messer, Assistant Superintendent, Secondary Education
Paul Oropallo, Assistant Superintendent, Human Resources
Jim Shoemake, Assistant Superintendent, Schools and Labor Relations
Trent Allen, APR, Senior Director, Community Relations
Kristan Schnepf, Senior Director, Professional Learning and Innovation
Peter Skibitzki, Senior Director, Technology
Amberlee Townsend-Snyder, Senior Director, Elementary Education

EL CAMINO FUNDAMENTAL HIGH SCHOOL

ADMINISTRATION

Randy Holcomb, Principal
Tanya Baker, Vice Principal
Evelyn Welborn, Interim Vice Principal

COUNSELORS

Bo Ahlgren
Shari Gauthier
Nelda Mackey
Carly Van Alfen

SCHOOL TELEPHONE NUMBERS

Athletic Office	971-7444	KYDS Radio Station	971-7453
Attendance 24hr	971-7588	Library	971-7440
Boys P.E.	971-7445	Principal's Office	971-7426
Cafeteria	971-7447	Records	971-7424
Counseling Office	971-7436	Textbooks	971-5900 x201872
Finance Office	971-7432	Vice Principals' Offices	971-7433
Girls P.E.	971-7443		

A complete listing of contact numbers, extensions, and email addresses can be found on the school website at www.sanjuan.edu/elcamino.

EL CAMINO HIGH SCHOOL

A Fundamental High School

MISSION STATEMENT

Embodying the Respect, Responsibility and Readiness inherent in our Fundamental spirit and tradition, the mission of El Camino Fundamental High School community is to challenge and inspire each student to be a creative, life-long learner, and an enlightened, contributing citizen by ensuring that students construct meaning through rigorous 21st century learning in a caring, inclusive environment.

STRATEGIC SITE PLAN

1. We will strengthen our coordinated system of ongoing academic, social, and emotional support for each student.
2. We will sustain and fortify an inclusive nurturing environment that utilizes the capacity of the El Camino Fundamental High School community to build character so that each student becomes an active, caring, and contributing member of a diverse community.
3. We will ensure that all staff implements Common Core State Standards that promote consistently rigorous 21st century learning and technological skills.

EXPECTED SCHOOL WIDE LEARNING RESULTS

Effective Communicators:

Students demonstrate skills in writing and oral presentations to communicate ideas and information in an organized, logical, and articulate fashion. Students demonstrate the ability to acquire, interpret, and process information accurately.

Complex Thinkers:

Students are critical thinkers who demonstrate the ability to apply problem solving skills to a variety of situations. Students reflect on their own thinking and approach to solving problems.

Quality Producers:

Students demonstrate a creative ability to produce products that reflect skills in writing, speaking, artistic expression, performance, and/or physical construction. Students demonstrate technological skills using it as a tool to assist them in solving a variety of problems and in the management of personal resources/organization.

Collaborative Workers:

Students demonstrate positive interpersonal skills and a respect for all people while working collaboratively in a variety of ways, learning to contribute and not detract.

Community Contributors:

Students demonstrate personal and civic responsibility through contributions of time and talents to the school and to the community-at-large. Students will demonstrate high ethical behavior in the best tradition of Eagle Respect, Responsibility and Readiness.

THE THREE R's

RESPECT
RESPONSIBILITY
READINESS

EL CAMINO HIGH SCHOOL "FUNDAMENTAL" PHILOSOPHY

Enrollment at El Camino is a choice. Students and parents who want to commit to a challenging, positive, and focused learning environment select El Camino. The El Camino student body is characterized by an unusual dedication to learning and a willing support of school rules and policies that enhance a safe and positive learning environment as well as a commitment to excellence.

We have a closed campus, strictly enforced discipline policies, a dress code, and demanding course work requiring regular homework in all areas. Students are expected to make every effort to learn and the staff is committed to maintaining high expectations and providing support to each student.

Parent support and involvement are key ingredients to the success of many El Camino students. School-home contact is encouraged and frequent grade reporting is standard. Upon enrollment, all students and their parents sign the El Camino Fundamental Contract indicating the commitment to high expectations in attendance, behavior, and academics. It is this higher expectation that we hold ourselves accountable to that makes "Fundamental" a difference at El Camino.

Students who lack the commitment to live up to the standards set at El Camino might want to consider other educational settings.

But this is only the beginning. The structure, rules, and expectations form the foundation for what really defines El Camino. El Camino is an "upbeat," fast paced, exciting and positive place to be. It is inhabited by enthusiastic students and dedicated staff members who focus their energy on the classroom, but who also find the time and dedication to promote a school-wide program of activities and athletics which is characterized by the same pursuit of excellence established in the academic program. El Camino SPIRIT and PRIDE pervade all aspects of campus life.

DEFINITION OF FUNDAMENTAL

El Camino Fundamental High School provides a safe and positive learning environment with high academic demands for each student. There is a strong expectation of commitment from students, parents, and staff as demonstrated by the annual signing of the fundamental contract.

El Camino maintains academic rigor in an atmosphere that promotes respect for one another, development of personal responsibility, and readiness for the world beyond the classroom.

ACADEMICS AND SCHOLASTIC ACHIEVEMENT

The fundamental high school curriculum provides for academic progress at every level of learning ability. Our goal is to enable all students to progress toward their chosen careers according to individual capabilities, and we will work with students and the parents to ensure success. Each student must, therefore, strive for excellence. Nothing can be gained without the students' commitment.

Students are encouraged to enroll in a challenging yet realistic course of study that meets their individual needs. The majority of El Camino students pursue advanced education upon graduation from high school. Academic competition is prevalent in most classes. Parents are also expected to maintain high expectations and closely monitor student progress including the completion of regularly assigned homework. Teachers are dedicated to student growth and present thought provoking and relevant lessons.

The emphasis is on academic, classroom performance, and learning at the fundamental school. Students are encouraged to strive toward excellence, and to achieve a high degree of mastery in the sciences, the arts, literature, and social sciences, as well as developing career, consumer, and physical skills

El Camino Fundamental High School Student/Parent Commitment Contract

El Camino is a true open enrollment school. Attendance at El Camino is based on choice and commitment to excellence by students, parents, and staff. These standards are emphasized by El Camino's 3R's of Respect, Responsibility, and Readiness. As a condition of enrollment at ECFHS and as an active participant in the educational process, we will all be committed to the following:

	Student Commitment	Parent Commitment	Teacher/Staff Commitment
Academics	<ul style="list-style-type: none"> - Expected to work to their full potential and to demonstrate academic responsibility. - Communicate with teachers regarding progress. - Seek appropriate tutoring to ensure academic success. 	<ul style="list-style-type: none"> - Provide student with the appropriate guidance to ensure academic responsibility. - Work with student and communicate with teachers when necessary. - Check student progress regularly to hold student accountable for academic success. 	<ul style="list-style-type: none"> - Conduct engaging lessons and assign rigorous course work for college and career readiness. - Utilize a variety of instructional strategies and supports to ensure all students learn. - Conduct fair and accurate assessments that measure student understanding of standards.
Attendance	<ul style="list-style-type: none"> - Expected to attend all classes, every day, on time. - Commit to make up all missed assignments, within the allotted amount of time, after being absent. - Honor the closed campus policy and will not leave campus for any reason without receiving an early dismissal. 	<ul style="list-style-type: none"> - Expected to support good attendance and punctuality from student. - Make every attempt to schedule medical and dental appointments outside of school day. - Ensure that the attendance office is notified of student absences within 5-days. 	<ul style="list-style-type: none"> - Provide students with appropriate work when they return from an excused absence. - Communicate in a timely manner with students about missed work due to absences. - Model appropriate attendance.
Behavior	<ul style="list-style-type: none"> - Be responsible and follow all school rules. - Come to school appropriately dressed by complying with the school/district dress code policy. - Promote a safe school environment by refraining from any behavior that puts others in danger and impedes their ability to learn while also seeking proactive solutions to conflicts with others. 	<ul style="list-style-type: none"> - Encourage student to act appropriately and follow school rules. - Ensure student is appropriately dressed and complying with the school/district dress code policy. - Understand the El Camino and SJUSD guidelines for suspension and expulsion and support the school when appropriate action is taken. 	<ul style="list-style-type: none"> - Provide each student with a safe, positive, and challenging learning environment. - Protect each student's right to learn by fairly, firmly, and consistently enforcing school rules. - Adhere to the California Standards for the Teaching Profession.
School Culture	<ul style="list-style-type: none"> - Expected to treat all people (students and staff) with respect and kindness. - Demonstrate pride in their school and takes ownership for a positive experience. - Actively engage in athletics, clubs, student organizations, and other extracurricular activities. 	<ul style="list-style-type: none"> - Actively engage in parent organizations, such as Boosters and PTSA. - Enthusiastically encourage student to participate in extracurricular activities. - Follow established protocols when seeking resolution for student issues and assume good will. 	<ul style="list-style-type: none"> - Participate and/or support the demonstration of school pride. - Treat peers, students, and parents with respect and kindness. - Follow established protocols when seeking resolution for student issues and assume good will.

The signatures below verify that we, parent and student, have reviewed the ECFHS Rules and Procedures, received the SJUSD current school year Parent Handbook, the SJUSD Attendance Procedures and suspension and expulsion guidelines, the SJUSD safety resource website at www.sanjuan.edu/safety (bullying, cyber citizens, safe schools), the Academic Honesty Code, and the ECFHS Student/Parent Commitment Contract. We fully commit to the responsibilities and expectations and understand that consequences will occur should this contract be broken. We acknowledge that a detailed description of policies and behavior consequences can be found in the student handbook at www.sanjuan.edu/elcamino.

The San Juan Unified School District Board of Education is committed to equal opportunity for all individuals in district programs and activities. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

If you believe you have experienced unlawful discrimination, please contact the District's Title IX Coordinator:

*Linda C. T. Simlick, General Counsel
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110
LegalServices@sanjuan.edu*

THIS CONTRACT, SIGNED BY BOTH PARENT AND STUDENT, MUST BE SUBMITTED WHEN PICKING UP STUDENT SCHEDULE. NO BLANK CONTRACTS WILL BE HANDED OUT TO STUDENTS ON SCHEDULE PICK UP DAYS.

El Camino Fundamental High School
2019-2020 Calendar of Events

August 6	August 2019 Schedule Pick Up	November 5	EPI Dome Field Trip	April 1	April 2020 Career Fair
August 8 & 9	Link Crew Training	November 6	Club Rush #2	April 1	Open House (Minimum Day)
August 8 & 9	Camp AP	November 8–10	Drama Production	April 1	Junior/Senior Art Show
August 9	Meet the Eagles Football Team	November 11	Veteran's Day Holiday	April 2 - 5	Band Spring Tour to SoCal
August 12	New Family Orientation	November 12	No School, Teacher Work Day	April 4	ACT
August 13	Staff Development Day	November 13	National Early Signing Day	April 6 – 10	Spring Break
August 14	Non-Instructional Work Day	November 13	Elem. Schools' Drama Preview	April 14 & 15	CAASSPP Testing
August 14	Freshmen Orientation	November 13	Fall Sports Awards Night	April 14 & 15	Freshman Registration Nights
August 15	First Day of School	November 14-16	Drama Production	April 15	Final National Signing Day
August 16	Senior Sunrise	November 16	Book Fair @ Barnes and Noble	April 16 – 19	Choir Spring Tour
August 17	Band Uniform Fitting	November 19	Winter Sports Parent Meeting	April 18	Band Evening of Jazz – Off Site
August 17	PTSA Football Jamboree	November 19 & 21	Drama Auditions and Callbacks	April 21 – 22	CAASSPP Testing
August 21	Choir Parent Meeting	November 20	Choir Open Mic Night	April 22	EPI Solar Car Field Trip
August 22	Pep Band Rehearsal Dinner	November 22	Progress Report Grades	April 22	Choir Open Mic Night
August 23	Back to School Rally	November 25-29	Thanksgiving Holiday Break	April 23	San Fran Art Museum Field Trip
August 23	First Home Football Game	November 25	Foundation Basketball Game	April 23	Frosh Registration Make-Up
	PTSA Tailgate Party			April 25	Band @ SJUSD Kids Art
August 24	SAT	December 2–6		April 25	Junior Prom
August 24	Senior Parking Lot Painting	December 5	Small Treasures Art Show	April 29	Undergrad Awards Night
August 26	Band Parent Info Meeting	December 5	Choir @ Carm. Pres. Luncheon	April 30	Senior Forum, 2 nd period
August 27	Fall Sports Meeting	December 6	Senior Forum, 2 nd Period, Café	April 30	Frosh Registration Make-Up
August 28	Back to School Night (Min. Day)	December 6	Winter Sports Rally		
	Boosters/PTSA Mixer	December 6	Blood Drive		
August 30	Home Football Game vs. BV	December 6	Talent Show	May 1	May 2020 EPI Ultimate Ed Field Trip
August TBD	Picture Make-Up Day	December 7	SAT	May 1	Audio-thon
	September 2019 Labor Day Holiday	December 7	Band at Public Concert	May 1	Progress Report Grades
September 2	Musical Auditions & Callbacks	December 7	Madrigal Dinner	May 2	SAT
September 3 & 4	Visual Arts Parent Meeting	December 7	Winter Choir Concert	May 2	Band Sports-O-Rama
September 4	Back To School Pool Party	December 11	Audio-thon	May 2	AP Testing
September 6	Link Crew Tailgate	December 13	Winter Band Concert	May 4-15	EPI Intel Field Trip
	Club Rush #1	December 13	Madrigal Dinner	May 6	Frosh Registration Make-Up
September 11	UCAN College Fair	December 14	ACT	May 7	Advanced Drama Production
September 12	Senior Parent Forum	December 14	Cocoa & Cram	May 8-10	Senior Awards Night
September 12	Progress Report Grades	December 16	Semester Finals Schedule*	May 13	Red Carpet Media Event
September 13	Band @ Class of '59 Reunion	December 18-20	Winter Break	May 14	EPI Field Day
September 13	Band @ Sac Brew Fest	Dec. 22-Jan. 3		May 15	Senior Ball
September 14	ACT		January 2020 Semester Ends	May 16	Theatre Awards Night
September 14	EPI Ropes Course Field Trip	January 6	Non-Instructional Work Day	May 18	Spring Sports Awards Night
September 18	Mock SAT	January 6	First Day of Second Semester	May 19	EPI K-1 Field Trip
September 21	Home Football Game vs. CC	January 7	Choir @ CMEA Cap. Sec.	May 20	Band Awards Night
September 27	Picture Retake Day	January 23, 24, 25	Martin Luther King, Jr. Holiday	May 20	Band Pops Concert
September TBD		January 20	Band SJUSD/Kiwanis Jazz Fest.	May 21	Honors Senior Breakfast
	October 2018 EPI Trades Day Field Trip	January 23	EPI UCD Field Trip	May 21	Blood Drive
October 3	Home Football Game vs. Sac	January 29	Drama Winter Production	May 22	Senior Rally
October 3	No School	January 30 & 31	Academic Rally	May 22	Memorial Day Holiday
October 4	SAT	January 31	February 2020 Middle School Band Clinic	May 25	Choir Awards Night
October 5	No School	February 1	Drama Winter Production	May 26	Senior Grad. Info Meeting, 2 nd
October 7	EPI Cal Trans Field Trip	February 1 & 2	National Signing Day	May 27	Choir End-of-the-Year Concert
October 9	First Quarter Ends	February 5	Progress Report Grades	May 28 & 29	Senior Finals (Reg. Schedule)
October 11	Band @ DPM Carnival	February 7	Choir Themed Fundraiser	May 29	Senior Sunset
October 12	PSAT/ASVAB – Min. Day	February 8	ACT		June 2020 Senior Finals (Reg. Schedule)
October 16	Choir Fall Concert	February 8	Spring Sports Parent Meeting	June 1-4	Graduation Practice
October 16	EPI Aerospace Field Trip	February 13	Presidents' Week Break	June 4	Finals 1 & 4 Grades 9 th – 11 th *
October 17	Homecoming Float Build	February 17-21	Winter Sports Awards Night	June 5	All Senior Breakfast
October 17	Homecoming Rally	February 25	Hoops for Hope	June 5	Checkout & Cap/Gown
October 18	Homecoming vs. Del Campo	February 28	March 2020 Mardi Gras Rally and Dance	June 5	Distribution, 10am-11:30am
October 18	Homecoming Dance	March 6	Book Fair @ Barnes & Noble	June 5	Graduation
October 19	Band Fall Concert	March 7	SAT	June 6	SAT
October 25	ACT	March 14	Band at Golden Empire Festival	June 8	Finals 2 & 5 Grades 9 th – 11 th *
October 26	Book Fair @ Barnes & Noble	March 14 or 21	Booster's Annual Crab Feed	June 9	Finals 3 & 6 Grades 9 th – 11 th *
October 26	Canned Food Drive	March 14	No School	June 9	Report cards mailed home
October 28-31	Open Enrollment Parent Info	March 16	EPI to San Fran Field Trip	June 10	
October 29	Prospective Student Tours	March 18	AP Parent Info Night		<i>*Finals Schedule: Dismissal @ 12:35</i>
October 30	Dia De Los Muertos Art Show	March 18	Third Quarter Ends	June 13	ACT
October 30-Nov 22	Haunted House	March 20	Band Spring Concert		
October 31		March 20			
	November 2019 Prospective Student Tours	March 25	EPI Tech Night		
November 1	Saturday Football Game @ Rio	March 27	San Juan Theatre Festival		
November 2	SAT	March 27	Powder Puff Rally and Game		
November 2		March 28	Choir @ CMEA Golden Empire		
		March TBD	Choir Choral Fest		

Dates are subject to change. Please refer to the school website calendar for the most updated information, specific times and locations.

Graduation information will be available on the graduation tab on the website.

Finals at EC

Fall Finals Schedule

Wednesday, December 18	Thursday, December 19	Friday, December 20
Finals Schedule	Finals Schedule	Finals Schedule
Final – Period 1 8:15 - 10:15am	Final – Period 2 8:15 - 10:15am	Final – Period 3 8:15 - 10:15am
Break 10:15 - 10:30	Break 10:15 - 10:30	Break 10:15 - 10:30
Final – Period 4 10:35 - 12:35	Final – Period 5 10:35 - 12:35	Final – Period 6 10:35 - 12:35

Spring Finals (Grades 9-11) Schedule

Friday, June 5	Monday, June 8	Tuesday, June 9
Finals Schedule	Finals Schedule	Finals Schedule
Final – Period 1 8:15 - 10:15am	Final – Period 2 8:15 - 10:15am	Final – Period 3 8:15 - 10:15am
Break 10:15 - 10:30	Break 10:15 - 10:30	Break 10:15 - 10:30
Final – Period 4 10:35 - 12:35	Final – Period 5 10:35 - 12:35	Final – Period 6 10:35 - 12:35

SENIORS Spring Finals Schedule

Wednesday May 27	Thursday May 28	Friday May 29	Monday June 1	Tuesday June 2	Wednesday June 3	Thursday June 4	Friday June 5
Regular Schedule	Regular Schedule	Regular Schedule	Regular Schedule	Regular Schedule	Regular Schedule	Regular Schedule	Finals Schedule
Senior Info Meeting, 2 nd Period	Finals in Periods 3, 6	Finals in Periods 3, 6	Finals in Periods 1, 4	Finals in Periods 1, 4	Finals in Periods 2, 5	Finals in Periods 2, 5 Grad Practice at 2 pm	Check Out & All Senior Breakfast 8:30-10 am

EL CAMINO FUNDAMENTAL HIGH SCHOOL BELL SCHEDULES

REGULAR BELL SCHEDULE

0	7:15 – 8:10
1	8:15 – 9:14
2	9:19 – 10:18
3	10:23 – 11:22
4	11:27 – 12:30
Lunch	12:30 – 1:00
5	1:05 – 2:04
6	2:09 – 3:08

MINIMUM DAY SCHEDULE

0	7:15 – 8:10
1	8:15 – 8:50
2	8:55 – 9:30
3	9:35 – 10:10
Break	10:10 – 10:20
4	10:25 – 11:05
5	11:10 – 11:45
6	11:50 – 12:25

THURSDAYS SCHEDULE

0	7:15 – 8:10
1	8:15 – 9:02
2	9:07 – 9:54
3	9:59 – 10:46
4	10:51 – 11:42
Lunch	11:42 – 12:12
5	12:17 – 1:04
6	1:09 – 1:56

RALLY SCHEDULE

0	7:15 – 8:10
1	8:15 – 9:06
2	9:11 – 10:02
3	10:07 – 10:58
4	11:03 – 11:58
Rally	11:58 – 12:46
Lunch	12:46 – 1:16
5	1:21 – 2:12
6	2:17 – 3:08

FINALS SCHEDULE

0	7:15 – 8:10
Block 1	8:15 – 10:15
Break	10:15 – 10:30
Block 2	10:35 – 12:35



POLICIES AND PROCEDURES

Academics and Grades

Addressing Classroom Concerns

This is meant to be a guide for students and parents to address classroom concerns with teachers. It applies to classroom situations involving homework, tests, academic and citizenship grades and behavioral issues.

1. The student should make arrangements to discuss the matter at a time convenient for both the student and the teacher. Class time does not allow adequate time and privacy for such a meeting.
2. If the student feels that the issue has not been resolved, the next step would be for the parent to schedule a meeting directly with the teacher.
3. If the meeting with the teacher, parent and student does not resolve the issue, the next step is to have a meeting that includes the student's vice-principal.
4. The last step in the process would be a meeting with the parent, student, teacher and the principal.

This is a progressive process allowing concerns to be resolved.

Final Exams

Final Exams are given at the end of each semester. Students are expected to complete the school year, and all school rules related to attendance remain in effect throughout final exam week. Adherence to this policy adds validity to the minimum day finals schedule. The policy at El Camino Fundamental High School is as follows:

Students will not be allowed to take finals early. A student, who has an excused absence during the last few days of the semester, will receive an Incomplete (I) and will have to make arrangements with the teacher(s) to make up the work and/or exam. Incomplete grades MUST be made up within 3 weeks of the end of the semester, or an "F" will be assigned. This policy applies to both midyear and end of the year final schedules. Seniors who are beginning a post-secondary educational (college) program of instruction, or who are beginning a job training or employment program related to their career goals may request consideration for early exams a maximum of one week early. The request must be verified by a letter from their college or employment agency. A senior request in this category, if honored, simply means he/she may ask his/her teachers for special testing considerations. In all cases, it shall remain each teacher's prerogative to allow special testing considerations.

Grades

Teachers have the ultimate responsibility for assessing the academic achievement of students. If a grade is to be changed for any reason, it can only be done by the teacher on the approved grade change form and in accordance with board policy.

Incomplete Grades

Teachers may choose to issue a grade of "incomplete" when a letter grade cannot be assigned due to missing a summative assignment critical to demonstrating mastery of essential standards. Incompletes are calculated in the GPA as an "F" grade. Incomplete grades due to any assignment, project, or assessment prior to the final exam must be made up no later than the last day of the semester so a final grade can be issued. Incompletes due to missing a final exam or other final summative assessment must be made up no later than three (3) weeks after the last day of the semester. Any Incomplete grades not made up by then will be converted to an F grade.

Homework and Make-Up Work

Homework is an essential part of the educational program. Homework/makeup work is the responsibility of the student. It is the student's job to develop regular study habits and to complete all assignments. Students who are absent for any reason, **except truancy and/or unexcused absences**, shall be allowed to complete all missed assignments and tests that can be reasonably provided. Upon satisfactory completion and within a reasonable time limit, as determined by the teacher, the student shall receive credit.

Q Connect/Scholastic Reports

Each student and parent should familiarize themselves with the "Q Connect" program, which is a computerized program that allows access via the internet to all educational information including but not limited to grades, progress, absences, homework, and missing assignments. In addition, on the Thursday following the close of the progress report grading periods, El Camino will hand deliver Scholastic Progress Report Cards to students to share with their parents. **Official report cards will be mailed home at the end of each semester.**

Short Term Independent Study

Short term Independent Study is available at El Camino for approved medical reasons only. Students who must be out of school for verified medical reasons may request a short-term independent study contract through their counselor for absences shorter than 4 weeks.

Attendance

Success at El Camino is dependent upon attendance and students are expected to attend all classes each day. **By law**, the only excused absences are illness, medical/dental, family funeral, court appearances, and religious observances. All other absences that are parent approved are cleared but are considered documented unexcused absences. Every attempt should be made to schedule medical and dental appointments outside the school day. Doctor's notes are always accepted to excuse absences but are mandatory when a student reaches the 10 days of parent verified absences. Attendance can be viewed online through the Q Parent and Student Portals.

Attendance Procedures

Parents/Guardians have **five (5)** school days to clear their student's absences. This can be done by sending a note, emailing ElCaminoAbsence@sanjuan.edu, or making a phone call to the Attendance Office. The 24-hour Attendance line is 971-7588, or you may contact the attendance office during the school day at 971-7457.

Please give the following information when leaving a telephone message, emailing, or writing a note:

- **Name of person clearing the absence and relationship to student**
- **Student's first and last name (and the spelling of both)**
- **Date(s) of absence(s)**
- **Give reason (e.g., ill, medical appointment, business appointment, etc.)**

Early Dismissals (EDs)

Students who need to leave campus early must notify the attendance office by bringing a note signed by their parent/guardian or have their parent/guardian call the attendance office **before** they leave school on that day. The note must contain the time the student is to leave school. The attendance office will give the student an Early Dismissal form. The student must show the ED to his or her teacher at the time they are to leave. If the student returns to school on the same day they must bring back the ED and sign back in at the Attendance Office before returning to class. The ED will be time stamped and used as a pass back to class. Once students have arrived on campus, regardless of the time, they are never to leave campus without an ED or that constitutes as a Closed Campus Violation. Disciplinary consequences will be assigned for Closed Campus Violations. Absences due to early dismissals in which parents have called in the absence after the fact will be recorded as truancies and disciplinary consequences will be issued for Closed Campus Violation.

Illness at School

If a student becomes ill at school and cannot attend class, the student is to report as soon as possible to the attendance office and a parent will be contacted. The student is NOT to leave campus without getting an early dismissal from the attendance office.

Late Arrivals

When a student returns to school after being absent or tardy for any length of time, **the student must first check in with the attendance office.**

Tardies

Students are expected to arrive to class before the final bell rings. Chronic Tardies will be referred to the VP Office. Prior to being referred to Administration, teachers have the right to assign classroom consequences to students tardy to their class. If you have specific questions about tardies, please check "Q" and/or contact the teacher for the period in which the student was marked tardy.

Consequences:

- 1st-3th Tardy = warnings
- 4th-7th Tardy = 15 min Lunch detention per tardy
- 8th-12th Tardy = 1hr after school detention per tardy
- 13th Tardy = Tues/Wed School (2hr Detention)
- 16th Tardy = Tues/Wed School (2hr Detention) **AND** 1 week Social Probation

19th Tardy = Tues/Wed School (2hr Detention) **AND** 2 weeks Social Probation

22nd Tardy = In-School Suspension **AND** 1 month Social Probation

25th+ Tardy = In-School Suspension **AND** Habitual Truancy Conference **AND** Social Probation until the end of the Semester.

*All tardies carry possible citizenship grade consequences

Truancy Policy

After five days, absences can no longer be cleared and will be considered truanies. Intervention and disciplinary consequences will occur according to the Truancy Intervention Flow Chart shown below:

Student receives 12 – 18 truant periods

- Conference with Vice Principal
- Administrative Detention
- Review of the initial El Camino Parent/student/teacher contract
- Attendance Contract, signed by Parent and Student

Student receives 19 – 24 truant periods

- Counselor Contacted
- Parent/Student Conference with Administration
- Tuesday/Wednesday School (2-hour after school detention)

Student receives 25 – 30 truant periods

- Parent/Student Conference with Administration and Counseling
- Two Tuesday/Wednesday Schools
- Work Permit Revoked
- Social Probation for 20 calendar days
- Habitual Truancy Meeting and Contract
- SENIORS: At Risk of not walking at graduation

Student receives 31+ truant periods

- Habitual truancy meeting to discuss attendance issue and appropriate placement for student (Student, Parent, Administration, Counseling, District Attendance Intervention Staff).
- Possible referral to Student Attendance Review Board (SARB) and transfer to student's school of residence.
- Social Probation for 45 calendar days (may assign additional days if attendance does not improve).
- **SENIORS** who accumulate 36 or more **PERIODS** of truancy will not participate in the graduation ceremony. This number will be prorated accordingly for students who have an open period or enroll after the beginning of the year, for example if a Seniors enrolled at the beginning of the second semester and/or is a mid-year graduate they will not participate in the ceremony if they accumulate 18 or more **PERIODS** of truancy (C = cut, Y = rolled cut, i.e. not cleared in five schools days, and B = 31 minutes late to class).

NOTE: Violation of the Habitual Truancy Contract will result in a referral to the Districts Student Attendance Review Board (SARB). Students referred to the district for a SARB hearing may be subject to an involuntary transfer to continuation school. Seniors on track to graduate will not be transferred but will be barred from participating in the graduation ceremony.

CODE OF CONDUCT/DISCIPLINARY PROCEDURES

Students are required to conform to school rules and regulations and provisions of criminal and civil law both on campus and at off-campus school related activities.

SCHOOL WIDE BEHAVIOR EXPECTATIONS

Students will demonstrate RESPECT by:

1. Treating all people with respect.
2. Showing pride for our campus and honoring the property of others.
3. Communicating clearly and appropriately with peers and EC staff.

Students will demonstrate RESPONSIBILITY by:

1. Remaining on task and completing work/projects on time.
2. Showing self-discipline by not using electronic devices during class time except for teacher initiated academic purposes.
3. Following all school rules, policies, and each teacher's individual classroom rules.
4. Understanding and following the El Camino dress code.

Students will demonstrate READINESS by:

1. Bringing all necessary materials to class.
2. Being in class on time and ready to work every period.
3. Being an active participant in classroom discussions and classroom work.

***Progressive discipline will be assigned to students who do not follow El Camino's school wide behavior expectations**

ACADEMIC DISHONESTY

In keeping with the emphasis on integrity in the fundamental school, academic dishonesty will not be tolerated. Students who cheat will be given an F on the assignment and may be given an F in citizenship. Additional disciplinary consequences may be assigned.

BULLYING/CYBER BULLYING

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. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber bullying include derogatory text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Bullying and/or Cyber bullying will not be tolerated at El Camino High School. If a student feels they are being bullied, they can report it to any adult on campus, send a text message to (916) 243-5552, phone (916) 979-8477, or report via the district website at www.sanjuan.edu/safety. Vice Principals will investigate and issue appropriate consequences that may range from admin counseling to suspension and/or expulsion.

CLASSROOM SUSPENSION

If your student is unable to conduct his/herself in a manner conducive to maintaining a productive learning environment, California Education Code affords teachers the right to suspend a student from their class for up to two days. Should this occur, your student will be sent to the Vice-Principal's office and the teacher will contact you within 24 hours.

CLOSED CAMPUS VIOLATIONS/OUT OF BOUNDS/NO LOITERING

Only currently registered students may be on campus between 6:45 am and 4:00 pm. All other visitors must have prior approval to visit and must register in the Principal's office. Once students arrive on campus no matter the time of day or reason, they cannot leave without an early dismissal or it will be considered a closed campus violation (CCV). Parents cannot clear these absences retroactively. In addition, some locations on campus are considered out of bounds. For safety reasons, students are not to enter parking lots, sports fields and stadium, be in any classroom or locker room without a teacher present, and/or be in the front of the school. Meeting a parent in the parking lot to pick up a lunch is a violation of this rule. Disciplinary consequences will be issued for Closed Campus/Out of Bounds violations up to and including home suspension.

Students must not loiter on campus after school or after school events. Since there is no supervision 20 minutes after school or school events, it is not safe for them to be on campus. Students loitering after school or after a school event may be prohibited from attending the next event, referred to administration, and subject to disciplinary action.

FOOD DELIVERIES

Food deliveries to students from any off-campus sources will not be accepted. Parents/guardians who need to deliver food to individual students should go to the attendance office.

CONFLICT MEDIATION

Should a student have any conflicts with another student they should see their Vice Principal and/or Counselor. If you suspect a friend may be in danger of getting into a verbal or physical confrontation, please report this to your Vice Principal or counselor, they will protect your anonymity. Students engaging in physical or verbal altercations will be subject to disciplinary consequences.

DRESS CODE

High standards of dress promote good citizenship and a positive, wholesome, and safe learning environment. The appearance of the student body reflects upon the climate of the school. Students are expected to meet standards of dress and grooming that are acceptable in a positive learning environment. The district-wide dress code applies to all schools. The dress code is established to promote a positive, psychologically safe, and appropriate learning environment. Extremes in dress or clothing regarded as disruptive or a distraction from the learning environment are not permitted.

PROHIBITED CLOTHING/ACCESSORIES

- Clothing or accessories with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco or are sexually suggestive or promote violence.
- Clothing or accessories considered by school officials or law enforcement to connote gang affiliation, cult affiliation, satanic reference, or any profane or racially offensive item.
- Any clothing that is derogatory to individuals or groups and/or is likely to be inflammatory in a school setting is prohibited
- Pajamas, sleepwear, and slippers are not allowed to be worn at school.
- Shoes must be worn at all times.
- Undergarments may not be exposed or worn as outerwear. This includes boxer shorts and sports bras.
- The torso must be covered; bare midriffs, back, or excessive cleavage must not be exposed.
- “Sagging” is not permitted. Belts may not hang down from the waist.
- Skirts and shorts must be of moderate length.
- Strapless or spaghetti strap tops, tube tops, or any excessively revealing clothing are not permitted; this includes backless tops and see-through clothing. Tank tops with straps less than one inch wide or arm openings that show excessive skin under the armpits are forbidden.
- Bandanas of any color and hairnets are prohibited.

Teachers and administrators have discretion in making judgments related to the appropriateness of dress. Students who violate the dress code will be sent to the VP offices to change clothes. Repeat offenders will be considered defiant and will be subject to disciplinary consequences.

ELECTRONIC DEVICES

Students are expected to show self-discipline by keeping electronic devices off and out of sight during class time except for teacher initiated academic purposes. If students violate this expectation, the device may be taken by the teacher and turned into administration where the phone will be secured in the vice principals’ office. A parent/guardian must then retrieve the device in the vice principals’ office between the hours of 7:30am – 3:30pm. If a student refuses to give his/her electronic device to a staff member when asked to do so, the student will be referred to the vice principals’ office for defiance and may be suspended. Note: *All personal items are the sole responsibility of the owner. We will not disrupt the learning environment to search for lost or stolen items. If there is an emergency, parents/guardians can reach students through one of our offices.*

AMPLIFIED MUSIC

The use of portable speakers to play amplified music on campus is prohibited.

GUIDELINES FOR SUSPENSION AND EXPULSION

A comprehensive list of the San Juan Unified School District’s guidelines for Suspension and Expulsion are located on our school and district websites.

INAPPROPRIATE DISPLAYS OF AFFECTION

In a public place such as a school, excessive displays of affection are inappropriate. Respect each other and those around you by acting in a mature manner.

SOCIAL PROBATION

Participation in all extracurricular activities at the comprehensive high school is a privilege, not a right. Social probation prohibits a student from attending or participating in any non-mandatory school function, activity, or event. These activities include, **but are not limited to**, participation on athletic teams including practices, events, dances, proms, drama and/or musical productions, club membership, graduation ceremony, special events, recognition programs, tryouts, or school sponsored activities of any type.

Social probation may be used at any time school officials deem it an appropriate behavioral sanction or that it would be effective in changing undesirable behavior. It definitely will be used in the following situations:

- First and any subsequent fights
- Controlled substance violations
- Excessive Tardies/Truancies
- Indebtedness/senior year
- Weapons

It may also be used in cases of vandalism and theft, depending on the severity or for multiple violations of possession/use of tobacco. With the exception of the social probation consequences listed below for excessive tardiness, students placed on social probation will remain on social probation for 20 calendar days for the first violation and 45 calendar days violations thereafter. Students who violate their social probation by attending any non-mandatory school function will be removed from the event and suspended.

FIGHTING

Fighting is defined by the SJUSD as a physical confrontation between two or more students --- mutual combat, contributing to or perpetuating a fight. **This may include hitting back.** Consequences for fighting range from suspension to recommendation for the expulsion process.

Definitions Associated with Fighting

Breaking up or Preventing a Fight is characterized by seeking help from the nearest adult; encouraging the students to walk away; or surrounding a friend and moving him/her away from the argument.

Defending One's Self is characterized by putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; or walking away. **Administration will have the final say on determining self-defense.**

Threatening/Initiating Fights will be treated the same as fighting. The following behaviors communicate a willingness to fight: remaining engaged in an argument; stepping towards the other student; clenching fists; throwing down items being held, i.e. backpack, books, etc.; and removing outer garments, such as a jacket. Threats of any school employee or their property, including via the Internet, will result in suspension and possible recommendation for the expulsion process.

Jumping In (aiding and abetting) is joining in on another student's fight or contributing to/perpetuating the fight. Students can be suspended for up to five days for this behavior.

Running to or being present to watch a fight (aiding and abetting) or videotaping escalates the potential of a fight occurring and the seriousness of the fight. Students who are caught running, watching, videotaping, and/or sharing a fight video may be suspended for up to five (5) days. This includes uploading a fight in any content of social media/ electronic communication.

ACTIVITIES AND PROGRAMS

AVID

Advancement Via Individual Determination is an in-school academic support program that prepares students for college eligibility and success. It also motivates participating students to take rigorous coursework and to complete CSU/UC A-G requirements. Interested students should contact the AVID Coordinator or their counselor.

Clubs

All students are encouraged to find a school activity of interest so that they can enter into it with enthusiasm, participate fully, and strive for excellence. Students should get involved, contribute their ideas and work, and enjoy the benefits of cooperative teamwork, group accomplishment and personal achievement. A comprehensive list of El Camino High School Clubs can be found on the school website.

Dances

- All fines must be paid in the finance office before purchasing a dance ticket.
- **Must have current school ID to attend dance, to purchase tickets and/or pay fines.**
- **There are NO refunds for dance tickets.**

- El Camino dances are for El Camino students and **one** pre-registered guest. You must turn in a guest pass to the Vice Principal's office by the Wednesday before the dance for guest approval.
- Guests must adhere to all school rules. EC student receives the consequences of his/her guest.
- Refunds will not be given (Unless directed by administration.) All dances will be from 8:00 – 11:00 p.m.
- No one may enter a dance in the last 90 minutes. (After 9:30 p.m.)
- All El Camino Fundamental High School rules are in effect during the dance. Tobacco, alcohol or any other controlled substance is not permitted at a dance or on school property. Any student under the influence of a controlled substance or in possession of a controlled substance will not be allowed into the dance and will be turned over to an administrator and/or sheriff who will contact a parent or guardian. Students involved with controlled substances will be placed on immediate suspension as per the school discipline guidelines and student contract.
- Once a student leaves the dance, he or she may not return and must leave campus.
- If a student sneaks into the dance they will be removed and will not be allowed to attend the next dance.
- Loitering in the parking lot or around the campus will not be permitted.
- Inappropriate dancing may lead to consequences including being removed from the dance and barred from further dance attendance.
- Students not picked up within 20 minutes after any dance may not be allowed to attend the next school event and may be referred to administration for disciplinary action.

EPI (Eagle Polytechnic Institute)

This Career Technology Academy introduces students to careers in engineering, manufacturing & construction, drafting technology (CAD), computer science and business operations. Interested students should contact their counselor for more information.

CTE (Career Technical Education)

CTE programs offer students an opportunity to experience on-the-job training in various career fields while earning school credit. Interested students should contact their counselor and/or the ROP tech for more information. Currently El Camino is developing a Media pathway that includes TV, Radio and Newspaper.

Spirit Squads

El Camino's Cheer and Dance Squads bring spirit to school events and athletic contests. Tryouts for each squad occur in the spring for the following year's teams. Members must commit to participate for the entire school year.

Student Government

Members of the student government consist of elected Student Body Officers and appointed positions. This group of students, working together with the student body for its welfare, considers all matters and proposals before they are presented to the student body. Interested students should contact the Activities Director for more information on criteria and the process for applying.

Student Media

The **AERIE**, the yearbook of El Camino Fundamental High School, is on sale from the beginning of the school year through December and is distributed just before school closes. ALL Yearbooks must be purchased by the December cutoff date. ABSOLUTELY NO YEARBOOKS will be available for purchase after the deadline. Students interested in working on the yearbook should contact the yearbook advisor. Application and interviews are required.

The **Eagle Eye**, the official student newspaper of El Camino Fundamental High School serves as the voice of the students by reporting school news and interpreting student-related school issues. Applicants for staff positions on the Eagle Eye are screened on the basis of scholarship, citizenship, previous experience, and aptitude for journalistic activities. Applicants must be approved by the advisor and the administration.

EC operates a student-run campus TV/radio station, **KYDS 91.5FM**. Students who are interested should see their counselor for more information

ATHLETICS

Athletics at El Camino are an integral part of a well-rounded educational experience. We feel that our athletic offerings are diverse enough to meet the needs of every student on campus. The A.D. Office can be reached at 971-7444. El Camino's sports program includes the following:

Fall Sports

Cross Country (co-ed)
Football
Girls' Golf
Girls' Tennis
Girls' Volleyball
Boys' Water Polo
Girls' Water Polo

Winter Sports

Boys' Basketball
Girls' Basketball
Wrestling (co-ed)
Girls' Soccer
Boys' Soccer

Spring Sports

Baseball
Boys' Golf
Softball
Swimming and Diving (co-ed)
Boys' Tennis
Track & Field (co-ed)
Boys' Volleyball

Tryouts for all sports occur during the first week of their season.

Cheer and Dance are associated with Fall & Winter sports, but some training is in the Spring. Tryouts for Cheer & Dance occur in April/May for the following year.

Athletic Eligibility

In order to participate in athletics in the San Juan Unified School District, student athletes must carry a **2.0 GPA** and have **no more than one F grade** on the most current (last issued) grading period report. San Juan Unified has eight grading periods per year. At El Camino, incoming freshman will be held to the same standard and must finish the second semester of 8th grade meeting these guidelines. Student athletes who **do not** meet this criteria are placed on **athletic probation** and may have the option to stay on the team at the Athletic Department or coach's discretion **if they participate in the intervention program**. Student athletes are allowed to use intervention only **one time per school year**.

Eligibility levels:

≥ 2.0 and ≤ 1 F grade = **Eligible to play**

< 2.0 and 1 F or ≥ 2.0 and 2 F grades = **Eligible to play with full participation in intervention***

< 2.0 and ≥ 2 F grades = **Ineligible (cannot play) with full participation in intervention***

* If a student athlete fails to improve to ≥ 2.0 and ≤ 1 F to become fully eligible on the next grading period, he/she **cannot** play for the rest of the season and may be dismissed from the team.

Eligibility scenarios for students with 6 classes

GPA Limit, # of F's	Eligible	Can Compete	Need Intervention
2.0 or higher, 1 F	Yes	Yes	No
2.0 or higher, 2 F's	No	Yes, with intervention	Yes, must attend intervention to compete until next grading period
2.0 or higher, 3 F's	No	No	Not an option, not passing 20 units
Less than 2.0, no F's	No	Yes, with intervention	Yes, must attend intervention to compete until next grading period
Less than 2.0, 1 F	No	Yes, with intervention	Yes, must attend intervention to compete until next grading period
Less than 2.0, 2 F's	No	No, suspended from play until next grading period	Yes, must attend intervention to compete until next grading period
Less than 2.0, 3 F's	No	No	Not an option, not passing 20 units

AWARDS

Several awards are given each year in recognition of extraordinary achievement in the various phases of school life. Many of these are presented at various assemblies or at commencement. Following are some of these awards:

- Athletic awards are given to outstanding athletes in each sport at the end of each season.
- The William T. Mooney Award is given to the outstanding athlete who has participated in three sports and distinguished himself/herself in scholarship, citizenship, and athletics.
- Valedictorian medals are awarded at Seniors Awards Night and recognized at commencement to those seniors who meet the following standard in scholarship: minimum 4.0 unweighted GPA including all A's and a minimum of 10 one-year honors and/or Advanced Placement courses, with at least 5 of them being AP courses, through the first 7 semesters of high school. Only original grades will be used to determine valedictorians (no repeat grades).
- The Performing Arts Awards are awarded for outstanding musical drama ability, scholarship, citizenship, and leadership.
- Teachers may nominate students periodically for the BIONIC Award (Believe it or not, I Care) for having done something special, shown improvement in class work, or demonstrated a monthly character trait.
- Undergraduate and Senior Awards Nights are held in the spring in order to recognize outstanding students.

Block Letters

A student who achieves two semesters of a 3.5 GPA (weighted) is eligible for an Academic Block Letter. Freshman credits are applied in the sophomore year. Once the block is received, subsequent semesters of 3.5 GPA (weighted) earn a "Lamp of Learning". To apply for an Academic Block or a "Lamp of Learning", submit the El Camino Academic Block Letter Application to the Vice Principals' Office, along with the most recent transcript. Block letters/Lamps are not automatically awarded; students need to apply for them.

CSF (California Scholarship Federation)

CSF seeks to develop responsible leadership in school by recognizing outstanding academic achievement. Students must earn at least ten grade points during the previous semester in accordance with the following system:

- A = 3 points
- B = 1 point (AP and honors courses earn 2 points)
- C = 0 points
- D or F = immediate disqualification

PE, teacher's aide, and ROP do not count for points. Only 5 classes are used to calculate the point total -- 7 of the 10 points must be from core classes. Freshman grades do not count. Students must apply each semester for membership. Gold Seal Bearers, life members of CSF, are honored at graduation with a gold tassel, gold cord, lamp pin, certificate, gold seal on the diploma, and gold seal on all transcripts. Gold seal bearers are those students who have been CSF members for 4 or more semesters, one semester must include senior grades. Several scholarships are available for Seal Bearers.

Lyceum

The Lyceum program awards special recognition to El Camino High School students who demonstrate outstanding achievement in academics, leadership, and community service. Specific requirements and forms are available on the El Camino website.

COMMUNICATION AND PARENT INVOLVEMENT

Communication

Bulletin

The school bulletin is read or televised during all fourth period classes and posted on the school website. All notices to appear in the bulletin must receive prior approval from a staff member. Bulletin notices must be given to the principal's secretary before 10:00 a.m. of the day **preceding publication**.

Delivery of Messages

We make every effort to keep classroom disruptions to a minimum. In an emergency, should you need to contact your child, please call the attendance office at 971-7457 and a message will be delivered to their classroom. If your child has forgotten an item that they require for class, you can bring it to the attendance office and a pass will be sent for your child.

El Camino E-Gram

The parent newsletter is published quarterly and available on-line. Hard copies are mailed home by **subscription only**. Activity calendars as well as school and class news keep students and parents informed.

Website

El Camino maintains a web page with a Calendar of Events, Daily News & Information, Staff Directory, and individual teacher web pages by course. Go to: www.sanjuan.edu/elcamino.

Social Media

El Camino has an active social media community follow the official school posts here:

Facebook: <https://www.facebook.com/ECFHSEagles/>

Instagram, Twitter, SnapChat: @ECFHSEagles

ASB and each Student Body class maintains their own social media accounts.

PTSA:

Facebook: <https://www.facebook.com/ECHSconnect/>

Instagram and Twitter: @ECHSconnect

Parent Organizations

El Camino strongly encourages and offers a variety of ways for parents to be involved in the El Camino Fundamental High School Community.

Boosters

El Camino Boosters is an organization of parents, faculty, and friends who support all the programs at El Camino. Support is provided through many areas including financial, attendance at games, providing transportation, assisting the coaches, running snack bars, and many other tasks. Membership dues and various fundraisers throughout the year provide the source of the funds. We are proud of the achievements in the classroom and on the athletic fields of our student athletes and will continue to encourage excellence in both areas.

Facebook: <https://www.facebook.com/ElCaminoBoosterClub/>

ELAC (English Learner Advisory Committee)

This committee advises the principal on the development of the school plan for English Learners and performs other duties and responsibilities as required by law.

Individual Program Boosters

Please watch for information about these Booster clubs at El Camino's Back to School Night, such as Band Boosters. Membership forms can also be obtained from any teacher in the department.

PTSA

The purpose of the El Camino PTSA is to support and serve the teachers, students and parents of our school. EC PTSA financially supports Academic Scholarships, Scholastic Achievement Awards, the College and Career Center, Staff Appreciation and Teacher Stipends, hospitality for teachers & staff, guests, and students, Freshman & New Student Orientation, and Academic Student Planners. Membership is open to all parents of El Camino students, teachers and administrators. Meetings are the third Monday of the month at 6:30 p.m. in the library.

Facebook: <https://www.facebook.com/ECHSconnect/>

Instagram and Twitter: @ECHSconnect

Safe Schools Team

Administrators, certificated/classified staff, parents, students, deputy sheriffs and community members work together to provide a safe environment for all students at El Camino High School. Resource personnel are available and workshops are provided to assist the team in promoting this safe environment.

Site Council

It is comprised of members representing students, parents, teachers, school staff, administrators, and the community. It develops and oversees the annual goals and direction for the school and determines expenditures of some categorical monies. Members are elected by their representative group.

COUNSELING AND GRADUATION

College & Career Center

The College & Career Center located in Room 25 for the use of all students and their families. There is information available on occupational choice and career information materials, as well as college and university catalogues. The Center is available to all El Camino families to identify career opportunities and to assess abilities, interests and skills. The Center is staffed by a College & Career Technician.

Class Changes Initiated by the Student

Schedule changes are limited to academic necessity only. Students should see their counselor if they feel a schedule change is appropriate. Class changes are only allowed for level changes (e.g. completed course in summer school, didn't complete prerequisite class) or if student was scheduled in the wrong course (e.g. a Freshman in a Junior English class). No class changes will be accommodated after the 20th day of instruction.

Counseling Services

The counseling office is located next to the library. Credentialed school counselors assist students with their academic, college, career, and social-emotional needs. Students are encouraged to see their counselor on their own time, before school, during lunch and after school. If the student is unable to do this, they may make an appointment before school, after school, or at lunch. The student will be seen immediately in cases of an emergency.

Guidance Issues

- Students can take a class load of 6 periods.
- Students must take 6 periods a day, (Seniors may have an open 1st or 6th period if they meet the credit requirements - Fall 180/Spring 205).
- Students who have exhausted the El Camino curriculum may take 4 classes on campus with concurrent community college enrollment to a total of 5 classes. **Prior administrative approval required.**
- Students may take 4 periods on campus if they are enrolled in a 2 period R.O.P. program.
- Teacher/Office Assistant (TA) classes are limited to one per semester for 11th and 12th graders.
- There are no 5th year Seniors except students enrolled in special education or ELD.
- All students must complete Algebra I or Integrated Math 1 to graduate from high school in the state of California.

More detailed description and explanation of course scheduling issues can be found in the Course Descriptions Handbook located on the EC website.

Graduation Participation

Participation in the graduation ceremony is a privilege. Only those students who fully meet the SJUSD graduation requirements, students without outstanding debt, and those students who maintain regular attendance in classes will be allowed to participate. Seniors on social probation will not be allowed to participate in the graduation ceremony. Graduation speakers and performers are selected through an audition process. Valedictorians are recognized in the ceremony. Mid-Year graduates can participate in El Camino's ceremony with Principal's approval. Any senior who accumulates 36 or more **PERIODS** of truancy will not participate in the graduation ceremony. This number will be prorated accordingly for students who have an open period or enroll after the beginning of the year, for example if a Seniors enrolled at the beginning of the second semester and/or is a mid-year graduate they will not participate in the ceremony if they accumulate 18 or more **PERIODS** of truancy (C = cut, Y = rolled cut, i.e. not cleared in five schools days, and B = 31 minutes late to class).

Graduation Requirements

Students must complete a minimum of 220 credits to graduate from high school. Credit adjustment may be necessary if transferring from another program. Students must complete the courses shown in the chart below to meet requirements for graduation and college entrance.

HIGH SCHOOL GRADUATION REQUIREMENTS For Graduating Class 2020-2022 ONLY

SAN JUAN UNIFIED SCHOOL DISTRICT

EL CAMINO FUNDAMENTAL HIGH SCHOOL

1. Complete a minimum of 220 credits. Credit adjustment may be necessary if coming from a block schedule high school - 15 credits per year are added to the total credits required to graduate.
2. Complete the following required courses - 150 units (plus 70 credits of elective courses to complete graduation requirements).

English	40 credits (4 years)	To be taken every year
Mathematics (see #3 below)	20 credits (2 years)	10 units each to be taken in grade 9 & 10
Visual/Performing Arts	10 credits (1 year)	To be taken any time during four years
OR		
World Language	10 credits (1 year)	10 or more units of World Languages reduces Visual/Performing Arts requirements to 5 units.
AND		
Visual/Performing Arts	5 credits (1 semester)	However, if going to the UC/CSU systems, students will need 1 year of Visual/Performing Arts. (See UC/CSU requirements)
Physical Education	20 credits (2 years)	PE 1 to be taken in grade 9 and PE 2 before end of 12th grade
Life Science	10 credits (1 year)	To be taken in grades 9-12
Physical Science	10 credits (1 year)	To be taken in grades 9-12
American Government	5 credits (1 semester)	To be taken in grade 12
U.S. History	10 credits (1 year)	To be taken in grade 11
World History	10 credits (1 year)	To be taken in grade 10
Social Studies Requirement	5 credits (1 semester)	To be taken in grade 12
Economics	5 credits (1 semester)	To be taken in grade 12
Health	5 credits (1 semester)	To be taken in grade 9

3. Must complete Integrated Math 1 or higher.

The above outline lists the district requirements for a diploma from the San Juan Unified School District. The requirements are consistent throughout the district.

**HIGH SCHOOL GRADUATION REQUIREMENTS For Graduating Class 2023 and beyond
 SAN JUAN UNIFIED SCHOOL DISTRICT
 EL CAMINO FUNDAMENTAL HIGH SCHOOL**

1. Complete a minimum of 220 credits. Credit adjustment may be necessary if coming from a block schedule high school - 15 credits per year are added to the total credits required to graduate.
2. Complete the following required courses - 190 units (plus 30 credits of elective courses to complete graduation requirements).

English	40 credits (4 years)	To be taken every year
Mathematics (see #3 below)	30 credits (3 years)	To be taken in grades 9-12
Visual/Performing Arts	10 credits (1 year)	To be taken any time during four years
OR		
CTE Credits		
World Language	20 credits (2 years)	To be taken in grades 9-12
Physical Education	20 credits (2 years)	PE 1 to be taken in grade 9 and PE 2 before end of 12th grade
Sciences	30 credits (3 years)	To be taken in grades 9-12. Must include 20 credits of lab science, including 10 Physical Science credits and 10 Life Science credits
American Government	5 credits (1 semester)	To be taken in grade 12
U.S. History	10 credits (1 year)	To be taken in grade 11
World History	10 credits (1 year)	To be taken in grade 10
Social Studies Requirement	5 credits (1 semester)	To be taken in grade 12
Economics	5 credits (1 semester)	To be taken in grade 12
Health	5 credits (1 semester)	To be taken in grade 9

3. Must complete Integrated Math 2 or higher.

The above outline lists the district requirements for a diploma from the San Juan Unified School District. The requirements are consistent throughout the district.

Graduation Speakers and Performers

Seniors in good standing may audition to be a graduation speaker or performer during the graduation ceremony. A panel of school employees will select the student(s) in early spring.

Valedictorian

Valedictorians are the students with a 4.0 unweighted GPA including all A's entering into the final semester of the senior year and who complete a minimum of 10 one-year honors and/or Advanced Placement courses, with at least 5 of them being AP courses. Only original grades will be used to determine valedictorian status (no repeat courses).

Senior Top Ten

The 10 Seniors with the highest *weighted* GPA after the 7th semester will be recognized at graduation.

Junior Honor Guard

The 10 Juniors with the highest *weighted* GPA after their 5th semester and have good citizenship will be selected to serve as the Honor Guard for the graduation ceremony.

STUDENT SERVICES

Bicycle/Skateboard Storage

Bicycles and Skateboards must not be ridden while on campus. Further, skateboards are not allowed to be carried from class to class during the school day. A locked, fenced-in area is located near the 20's wing for students' to lock their bicycles/skateboards during school. After school hours, the compound is not locked. El Camino assumes no responsibility for bicycles/skateboards left in the compound or lockers. Students in violation of these rules may be referred to administration and subject to disciplinary action.

Debts/Finance Office

All bills and fines must be paid in the Finance Office before students are sold dance tickets, issued work permits, withdrawn from school, and allowed to participate in graduation. This office is located in the main hallway and is open to students before school, at lunch, after school, and 6th period on Tuesdays and Thursdays (for students with open 6th). Lab/supply donations are processed through the financial office. All student fines are paid for through this office. Students must have valid student ID card in hand for all financial transactions.

Food Services

El Camino's cafeteria is open for breakfast and lunch. Students eligible for free or reduced meals need to pick up an application in the cafeteria. No credit is available. Money can be added to students' www.myschoolbucks.com account at any time by going to the website.

Health Needs

No nurse or health services are available onsite. Students who are sick need to go to the Attendance Office and the school will contact a parent for an early dismissal. In an emergency, 911 will be called. Students may not leave school on their own without an early dismissal. All accidents occurring on the school grounds or during a supervised school activity should be reported immediately to the supervising teacher, coach, or to an administrator.

Library

Our library is for the use of each and every student and we invite all students to visit and use it regularly.

- Library is open for students before school @ 7:30 am as well as during the student lunch period.
- Students are required to have a pass from their teacher if visiting the library during instructional time.
- The EC ID Card must be presented at the circulation desk to check out materials.
- All books, except reference and reserve materials, circulate for a period of three weeks.
- Computers with Internet access and word processing capabilities are available for school work only.

Lockers

Lockers are available for student use, but are not required. Students must provide their own lock and register for a locker with the campus monitor. Do not move into a locker without registering or your lock will be cut off. Do not share lockers or give your combination or key to others. **It is strongly urged that students leave all valuables at home. El Camino will not be responsible for any items damaged while stored in lockers, stolen from lockers, or left in lockers.** Starting the Fall of 2018 students will be grouped by grade level for lockers and the lockers selected will be set for the remaining of their time at EC.

Lost and Found

The lost and found is located in Room 26—please see a Campus Monitor for access. If items are not identified and claimed after a reasonable time they will be donated to a charitable organization. If a student loses an item of significant value, a loss/theft report can be filled out in the VP office.

Opt Out Recruiter Form

If students do not want their school records shared with the military, institutions of higher education, or parent groups, they may go to the Principal's Office and fill out the Opt Out Recruiter Form and give it to the Principal's Secretary.

Parking Regulations

Parking spaces identified as "staff" are off-limits to students and visitors. Limited visitor parking is located in front of school and the Gym. Student parking on campus is a privilege and may be revoked at any time.

- Student parking lots are off limits during school hours. If a student goes to their car for any reason, without obtaining prior permission, it is considered an out of bounds violation.
- Student vehicles must be parked in the areas designed for student parking. The back parking lot is for seniors only. Space is limited so arrive early for a parking space. From year to year there may be an opportunity to purchase a reserved space that you may personalize. This is done through the Senior Class.
- Students may not park in designated staff, visitor, disabled parking spaces or red zones. Please be aware that law enforcement and Fire Department personnel do come on our campus and issue citations to vehicles parked in violation of safety, disabled, and fire access codes. Parking spaces are not guaranteed to students. Students must arrive early to be assured a parking space. When the student lots are full students must find legal parking off campus.
- Students driving or parking in an unsafe manner will receive disciplinary consequences and may lose the privilege of driving/parking on campus.
- All student vehicles must be registered in the campus monitor's office to park on campus. Violators may be towed.

School Pictures/ID Cards

Students are required to have their picture taken at the beginning of the school year regardless of whether or not photos are being purchased. These photos will be used in the school yearbook as well as for mandatory I.D. cards. A student ID card is provided to each student at schedule pickup. The current school ID card must be carried while the student is on campus or attending any El Camino function. The Student ID Card must be used to transact any business with the school offices. The first card is free; replacement cards can be purchased in the finance office for \$5.00.

Student Accident and Athletic Insurance

If students do not have insurance, they may follow the steps below to access affordable insurance plans:

1. Log onto www.studentinsuranceagency.com
2. Click on "Student Insurance"
2. Click on "K-12 Students"
3. Under "K-12", click on appropriate download button for year and language.
4. Click on Link to select state and school district.
5. Follow the rest of the website's directions.

Textbooks

Textbooks checked out to students are their personal responsibility. Any loss, theft, or damages, must be taken care of by the student who was issued that book. Make sure to inspect all textbooks carefully upon receipt. If a book has a noticeable problem (i.e., missing pages, writing in or on the book, damages of any kind) notify the textbook clerk in the library immediately. It is recommended that books are covered at all times. If a book is lost or stolen, please see the textbook clerk in the library. A bill will be generated, and after it is paid in the Finance Office, a new textbook will be issued. If the book that was paid for is found, a reimbursement will be given.

Transcripts

Students may request official transcripts from the Registrar. Transcripts can be mailed directly to a college or given to the student in a sealed envelope to accompany applications. The first two transcripts are free of charge. There is a \$1.00 fee for each subsequent transcript. Please allow 24 hours for all requests. Unofficial transcripts can be accessed through Q.

Valuables/Personal Belongings

Keep valuables at home. Do NOT bring large amounts of money to school or leave backpacks and/or belongings unattended. Personal items are brought to school at your own risk. El Camino cannot be held responsible for any stolen or lost items, including bicycles, skateboards, cash, and/or cell phones or other electronic devices. We will not disrupt the learning environment to search for missing belongings.

Visitors

All visitors, including parents, must make an advance appointment with teachers or other staff members, and must sign in at the Principal's office to obtain a visitors badge. Students are not allowed to bring visitors to school at any time.

Work Permits

Students under the age of 18 must possess work permits when employed. Application forms are available in the Principal's office. Positive attendance and maintaining a 2.0 GPA or higher is required for obtaining and keeping a work permit.

COMMUNITY RESOURCES

AIDS Hotline.....	(800) 367-2437
ALANON/ALATEEN Information Service	(916) 334-2970
Alcoholics Anonymous Hotline.....	(916) 454-1100
CA Youth Crisis Line (24 hrs).....	(800) 843-5200
Children’s Protective Services	(916) 875-5437
Drug Detection Laboratories	(916) 366-3113
La Familia Counseling Center	(916) 452-3601
Nat. Council Alcohol & Drug Dependency (NCADD) (24 hrs)	(800) 622-2255
National Suicide Prevention Lifeline.....	(800) 273-8255
New Directions Counseling Center	(916) 966-4523
Planned Parenthood.....	(800) 230-7526
Sacramento Chinese Community Services	(916) 442-4228
Sacramento County Mental Health Services.....	(916) 875-1055
Sutter Center for Psychiatry	(916) 386-3000
WEAVE (Support line).....	(916) 920-2952

ALMA MATER

For El Camino High, in joyful chorus sing,
For banners green and white, loud let our praises ring.
E'er true and steadfast we shall be,
We pledge our lasting loyalty.

Hail Alma Mater, Hail! Thy name full honored be,
For every son and daughter will give his all for thee.
Thru endless days we ne'er shall fail,
To make thy name and fame prevail.

TRADITIONS

- School plays are presented at least twice each year. The Drama Department provides students the opportunity to try their skills in acting, directing, and stage management.
- Assemblies are planned to add diversity to our educational experience.
- Courtesy and Class: We all stand and show proper respect for our NATIONAL ANTHEM, the PLEDGE of ALLEGIANCE and the singing of the El Camino ALMA MATER. In addition, cooperation and courtesy must be shown to our Dance Team, Cheer Leaders, Pep Band, and speakers at our rallies, assemblies, and other activities.
- Rallies occur throughout the year. They promote spirit for our student body and provide support for our teams. ATTENDANCE AT ALL RALLIES AND ASSEMBLIES IS MANDATORY.
- Dances are sponsored by Student Government throughout the school year.
- Homecoming week honors the Alumni, the Homecoming Royalty, and our competing athletes. Class hall-decorating competition, class float decoration competition, half-time parade and coronation program, and the Homecoming game and dance round out the week's activities.
- Junior Prom is a formal dance that takes place in the springtime for the members of the junior class and their guests.
- Senior Ball is a formal dance held off campus in the springtime for seniors and their guests.
- Senior All Night Graduation Party is a PTSA sponsored function to which all seniors are invited.
- The Senior class picture is usually taken in the stadium and is available for purchase and published in the Yearbook.
- Senior graduation activities will include Senior breakfast, Senior awards, and the Commencement ceremony.
- Senior lawn is located between the administrative wing and the 20 wing and is for seniors only.
- Concerts throughout the year feature music by El Camino's excellent vocal and instrumental groups.
- Spirit Weeks, including Mardi Gras and TWIRP, happen periodically throughout the year, and are marked by hall decorating competitions, dress-up days, and other special events.
- The EC Mascot is the Eagle; Colors are Kelly green & white.

UNIFORM COMPLAINT PROCEDURE

Nondiscrimination/Harassment/Intimidation/Bullying/Sexual Harassment/Pupil Fees

Nondiscrimination/Harassment/Intimidation/Bullying

The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services

shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. The board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities.

Any student who engages in discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including dismissal.

Sexual Harassment

The District has adopted a strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies and is committed to maintaining an educational environment that is free from harassment, including school, or school-sponsored or school-related activities.

The Board of Education prohibits unlawful sexual harassment of or by anyone (including students and employees) in or from the District. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. Any student who engages in sexual harassment of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Pupil Fees and other Complaints

The District shall follow uniform complaint procedures when addressing the following: complaints alleging District noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, other than those fees allowed by law; complaints alleging District noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk or breastfeed an infant; complaints alleging District noncompliance with legal requirements related to the implementation of the local control and accountability plan; complaints, by or on behalf of a homeless or foster student, alleging District noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements, or other legal requirements pertaining to these students; complaints alleging District noncompliance with the requirements that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed; complaints alleging District

Complaints will be kept as confidential as appropriate. **The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.**

If you have a complaint, contact a teacher, principal, site administrator, or

Title IX/Compliance Officer, Linda C. T. Simlick, General Counsel

916-971-7110

LegalServices@sanjuan.edu

More information can be found here: <https://www.sanjuan.edu/uniformcomplaint>

noncompliance with the physical education instructional minutes requirement for students in elementary school; and complaints alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.

To File a Complaint

The District is primarily responsible for compliance with federal and state laws and regulations governing the following programs in addition to any previously referenced: Adult Education, After School Education and Safety, Migrant Education, Career Technical and Technical Education and Training, Child Care and Development, Child Nutrition, Consolidated Categorical Aid, Compensatory Education, Every Student Succeeds Act/No Child Left Behind, Tobacco Use Prevention Education, California Peer Assistance and Review Programs for Teachers Education, Regional Occupation Centers and Programs, School Safety Plans, State Preschool, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, Economic Impact Aid, and any other district-implemented program which is listed in Education Code section 64000(a). Any student or parent who feels that unlawful discrimination, harassment, intimidation, and/or bullying or sexual harassment has occurred should immediately contact a teacher, the school principal, or District Title IX/Compliance Officer. A complaint may be initiated at the school or by directly contacting the Title IX/Compliance Officer. Copies of an optional complaint form may be obtained from the school office or Title IX/Compliance Officer. Copies of the complaint procedures shall be available free of charge.

1. Filing a Complaint: file a written complaint or use the complaint form received from the school or Title IX/Compliance Officer. Submit the complaint form to the school principal or Title IX/Compliance Officer.
2. Investigation: The District will investigate the complaint and provide a written report of the investigation and decision within 40 days of when the complaint is filed.
3. Appeals: If the person making the complaint disagrees with the District's decision, the complainant has 5 days to appeal the decision to the District's Board of Education; or alternatively, 15 days to appeal the decision to the California Department of Education.
4. A person filing a complaint may also seek civil law remedies, subject to certain time lines.
5. At any time, a complainant has the right to file a complaint alleging violations of federal laws or regulations, prohibiting unlawful discrimination, harassment, intimidation, and/or bullying based on any legally protected class, or on the basis of a person's association with a person or group belonging to a legally protected class with the United States Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105.