July 15, 2016

To All New and Returning Eagles:

We hope you are thoroughly enjoying your summer and are looking forward to the first day of school on Thursday, August 18, 2016. Two important events take place before the start of school. The first is **Schedule Pick-Up** on Tuesday, **August 9th** (see details below). The second is the **New Family Orientation** scheduled for the same day, **Tuesday, August 9th**, 2016 where Parents/Guardians new to El Camino will meet in the cafeteria at 6:00 PM to begin a series of worthwhile sessions that will provide you with valuable information, tips, and resources about how to ensure a successful experience at El Camino. There will be a special focus on social/academic success, athletics, and student activities. Dinner will be available for the first 250 parents who arrive for New Family Orientation.

The first day of school for our Freshmen students will be **Wednesday, August 17th** from 8 am to 2 pm for Freshmen Orientation. It is very important that your student attends. The orientation will introduce new freshmen to what it means to be an Eagle at El Camino and help ensure the first day of high school is anxiety-free and successful. Students will have an opportunity to meet their upper classmen mentor as well as others in their Link Crew. Students should meet in front of the large gym and wear comfortable clothing. A free lunch will be served and orientation will end at 2 pm.

**Schedule Pick-Up:**

**Documents Required:** In this packet are two important documents that you must complete and submit in exchange for your class schedule on **August 9th**: 1 **emergency card** and 1 ECFHS Student/Parent Commitment Contract. Parents, please complete one emergency card (including two additional names, two phone numbers, and email addresses as backup contacts). **Signatures of both parents/guardians are required** if both parents will be signing attendance notes or other school documents. It is imperative that if your student is injured, we have an emergency contact number, other than your own, where we can reach a person, not voice mail or messages. Secondly, students and their parent/guardian must sign the ECFHS Student/Parent Commitment Contract. In signing the EC contract, you acknowledge that you have read the EC Rules & Procedures document, the EC Honesty Code and the SJUSD Middle School/High School Attendance Notification and therefore will abide by the stipulations therein. The contract is the cornerstone of the commitment and expectation level necessary at the fundamental high school. **If students do not have all these fully completed documents at schedule pick-up, they will not be able to pick up their schedule. Instead, they will have to wait until a parent comes to the Principal’s office to complete the forms. These documents will not be reissued unless a parent/guardian accompanies the student.**

**Debts and Fines Cleared:** It is advised that you clear up any debts, fines and lost textbooks before this date to avoid long lines. A Connect Ed phone call will be made at 7 pm on August 3rd, 2016 to those students who still have fines. It is best to come into the Finance Office to clear those fines before schedule pick-up, but you may pay your debts at Station 2 during schedule pick-up. **SCHEDULES WILL NOT BE ISSUED UNTIL ALL DEBTS ARE PAID.**

**Time Slot for Schedule Pick-Up on Tuesday, August 9th:** In an effort to reduce frustration with long lines, students are to come at their **assigned time only (No Exceptions)**. Time slots below for schedule pick-up day on Tuesday, August 9th are based on the first letter of the student’s last name:

<table>
<thead>
<tr>
<th>M:</th>
<th>7:30am – 8:00am</th>
<th>T-V:</th>
<th>9:30am – 10:00am</th>
<th>C:</th>
<th>1:00pm–1:30pm</th>
<th>I-K:</th>
<th>3:00pm–3:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>N-Q:</td>
<td>8:00am – 8:30am</td>
<td>W-Z:</td>
<td>10:00am – 11:00am</td>
<td>D-E:</td>
<td>1:30pm–2:00pm</td>
<td>L:</td>
<td>3:30pm–4:00pm</td>
</tr>
<tr>
<td>R:</td>
<td>8:30am – 9:00am</td>
<td>A:</td>
<td>11:00am – 11:30am</td>
<td>F-G:</td>
<td>2:00pm–2:30pm</td>
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</tr>
<tr>
<td>S:</td>
<td>9:00am – 9:30am</td>
<td>B:</td>
<td>11:30am – 12:00pm</td>
<td>H:</td>
<td>2:30pm–3:00pm</td>
<td></td>
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</tbody>
</table>

Students unable to pick up their schedule at the assigned time must come August 10th – 17th to the attendance office between the hours of 9:00-11:00 AM and 1:00-3:00 PM.
**Schedule Pick-Up Process:** In order to reduce interruptions during instruction, we take care of beginning-of-the-year business prior to the start of school. Please follow the schedule listed below to accomplish this goal. The complete process will take time and waiting in lines; we request your patience throughout the process.

1. **Station 1 - Large Gym: Parent Group Documents, Pictures/ID Cards, and Locker/Car Registration**
   All students start at the back side of the large gym (near the locker room entrance). You will first submit your PTSA and Booster forms and/or checks, and if desired, purchase EC Spirit Wear. You then must have your picture taken, which will be used for your ID card and the yearbook. You will need this ID card in order to pick up your schedule and textbooks. If you plan to purchase pictures, the order form must be turned in with payment written to “Studio Monet” on this day.

   **Locker/Car Registration:** Prior to exiting the gym, you will stop by the table for a locker assignment and to register any vehicle that will be parked on our campus during the school day. Book lockers are available but not required. In order to be assigned a locker on this day, you must bring a steel reinforced heavy duty lock. If your lock is operated by a key, you must provide an extra key upon selecting your locker. If you do not provide your combination or an extra key, you will not be assigned a locker. Unregistered lockers will have the lock removed and contents turned in to the lost and found. El Camino cannot be responsible for contents placed in lockers, so leave valuables at home. Car registration cards will be available at the table for those interested; come prepared with the license plate number and vehicle model. Due to scheduled construction beginning Spring 2017 for the Performing Arts Center, parking for the senior lot will be on a first-come, first-serve basis. No senior parking stickers will be issued.

2. **Station 2 – Finance Office: Purchase PE Clothes, ASB Card, Yearbook, and Pay Outstanding Debts**
   In order to do the following, you must show your new ID Card. You may purchase your PE clothes (one set per person) for $20.00, sweat pants for $20.00, and sweat shirt for $25.00. If you do not purchase the school PE uniform, you must provide your own plain white top (t-shirt or sweatshirt) and black bottoms (shorts or sweats). You may purchase an ASB Card to save money on game and dance entry fees. Additionally, you may purchase a school yearbook for $75.00. It is important to have correct change or personal checks as we will be unable to make change.

3. **Station 3—Cafeteria: Nutrition Services & School Lunch Program**
   This station provides information about the District’s Nutrition Services offerings, and is important for us to ensure that all students who are eligible for the NSLP fill out an application. Take a seat and register online for the National School Lunch Program or add money to your MySchoolBucks account. It is always a good idea to have a little extra money on your account for emergencies!

4. **Station 4 – Cafeteria: Schedule Pick-Up**
   Find your alpha line and turn in one fully completed and signed emergency card and a signed copy of the ECFHS Contract. You must show your new ID card to receive the schedule. Please have all elements of these documents completed in advance so the line can keep moving.

   **Concerns regarding schedules:** The schedule your student receives at pick-up will be marked DRAFT. If there is a concern, students should submit a schedule change request form at the back entrance of the counseling office. Students will be able to do this through Friday, August 12th. Final Schedules will be distributed on the first day of school (see included flyer regarding 1st days of school). The next opportunity to submit a schedule change will start August 22nd and continue through August 26th.

5. **Station 5- Library: Textbooks**
   Continue to the library where you must show your ID card and schedule in order to receive your textbooks.

**Reminders:**

- **First day absence:** If a student must be absent on the first day of school, please call the 24 hour attendance line at 971-7588 or the office line at 971-7457 to report this absence; otherwise the student’s enrollment may be dropped.

- **Q—Student Information System:** ECFHS expects parents and students to check Q on a regular basis for grades, progress in classes, and attendance. You can find Q Student Connect access at: https://sis.sanjuan.edu/studentportal for students and https://sis.sanjuan.edu/parentportal for parents.

- **Medication:** Students who need medication administered during school or whose chronic illness will result in excessive absences must pick up and return the appropriate forms in the Principal’s office. These forms must be filled out each school year.

  **We suggest you bring this letter to reference on Pick-Up Day.** We are all looking forward to a great year!