

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



2014/2015
Student Handbook

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SAN JUAN UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

Lucinda Luttgen, President
 Pam Costa, Vice President
 Saul Hernandez, Clerk
 Greg Paulo, Member
 Larry Masuoka, D.M.D., Member

DISTRICT ADMINISTRATION

Kent Kern, Superintendent of Schools
 Vacant, Chief Academic Officer
 Kent Stephens, Chief Financial Officer
 Linda C.T. Simlick, J.D., General Counsel
 Annette Buckmaster, Assistant Superintendent, Human Resources
 Rick Messer, Acting Assistant Superintendent, Secondary Education
 Beth Davies, Assistant Superintendent, Elementary Education
 Trent J. Allen, Senior Director, Community Relations
 Carl Fahle, Senior Director, Technology
 Jim Shoemake, Senior Director, Labor and Employee Relations

EL CAMINO FUNDAMENTAL HIGH SCHOOL

ADMINISTRATION

Shelley Friery, Principal
 Bryan Baker, Vice Principal
 Liz Sisson, Vice Principal

COUNSELORS

Anthony Derum
 Nelda Mackey
 Vacant

SCHOOL TELEPHONE NUMBERS

Athletic Office	971-7444	KYDS Radio Station	971-7453
Attendance 24 hr:	971-7588	Library:	971-7440
Boys P.E.	971-7442	Principal's Office	971-7426
Cafeteria	971-7447	Records	971-7424
Counseling Office	971-7436	Textbook	971-7996 x4616
Finance Office	971-7432	Vice Principal's Offices	971-7433
Girls P.E.	971-7443	Voice Mail	971-7996

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 earner, and an enlightened, contributing citizen by ensuring that students construct meaning through rigorous 21st Century learning in a caring, inclusive environment.

Embodying the Respect, Responsibility, and Readiness inherent in our Fundamental spirit and tradition, the mission of the El Camino Fundamental High School community is to challenge and inspire each student to be a creative, life-long learner and enlightened 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.

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.

THE THREE R's

RESPECT
RESPONSIBILITY
READINESS

EXPECTED SCHOOL WIDE LEARNING RESULTS

- Effective Communicators
- Complex Thinkers
- Quality Producers
- Collaborative Workers
- Community Contributors

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 assistance 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 the fundamental 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.

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.

The maximum number of classes a student may be enrolled in at El Camino is seven per semester. The maximum number of credits a student may earn at El Camino is 35 per semester. Students earn 5 credits per class each semester with the exception of Health/Driver's Education which earns 2.5 credits each.

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 El Camino Fundamental High School 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 El Camino Fundamental High School Rules and Procedures, the SJUSD Attendance Procedures, the SJUSD safety resource website at www.sanjuan.edu/safety (bullying, cyber citizens, safe schools), 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 more detailed description of behavior consequences can be found at www.sanjuan.edu/elcamino

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.

PRINT Student Legal Name (Last, First)

Student Signature

Date _____

PRINT Parent Name (Last, First)

Parent Signature

Date _____

EL CAMINO FUNDAMENTAL HIGH SCHOOL BELL SCHEDULES

REGULAR BELL SCHEDULE

0	7:00 - 7:55
1	8:00 - 8:59
2	9:04 - 10:03
3	10:08 - 11:07
4	11:12 - 12:15
Lunch	12:15 - 12:45
5	12:50 - 1:49
6	1:54 - 2:53

MINIMUM DAY SCHEDULE

0	7:00 - 7:55
1	8:00 - 8:35
2	8:40 - 9:15
3	9:20 - 9:55
Break	9:55 - 10:05
4	10:10 - 10:50
5	10:55 - 11:30
6	11:35 - 12:10

THURSDAYS SCHEDULE

0	7:00 - 7:55
1	8:00 - 8:47
2	8:52 - 9:39
3	9:44 - 10:31
4	10:36 - 11:27
Lunch	11:27 - 11:57
5	12:02 - 12:49
6	12:54 - 1:41

RALLY SCHEDULE

0	7:00 - 7:55
1	8:00 - 8:51
2	8:56 - 9:47
3	9:52 - 10:43
4	10:48 - 11:42
Rally	11:42 - 12:26
Lunch	12:26 - 1:01
5	1:06 - 1:57
6	2:02 - 2:53

FINALS SCHEDULE

0	7:00 - 7:55
Block 1	8:00 - 10:00
Break	10:00 - 10:15
Block 2	10:20 - 12:20

STUDENT SENATE SCHEDULE

1	8:00 - 8:57	
	11:06 - 11:13	Topic Discussion
2	9:02 - 9:59	
3	10:04 - 11:01	
4	11:06 - 12:19	
	11:13 - 12:10	4th Per. St. Senate
	12:10 - 12:19	Student Sen. Recap
Lunch	12:19 - 12:49	
5	12:54 - 1:51	
6	1:56 - 2:53	



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.

It should be noted that this is a progressive process to allow concerns to be resolved at the lowest possible level.

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.

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.

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.

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.**

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 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 school days to clear their student's absences. This can be done by sending a note, email, 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.)**

Please Note: Any student who attempts to clear his/her own absence or to assist another student in such an attempt will be reported to the Administration for falsification and face disciplinary consequences.

Early Dismissals (ED's)

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. Disciplinary consequences will be assigned for Closed Campus Violations up to, and including, home suspension. 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 immediately or 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. Each semester, students who have a combined (not per period) tardies indicated below, will incur the following consequences:

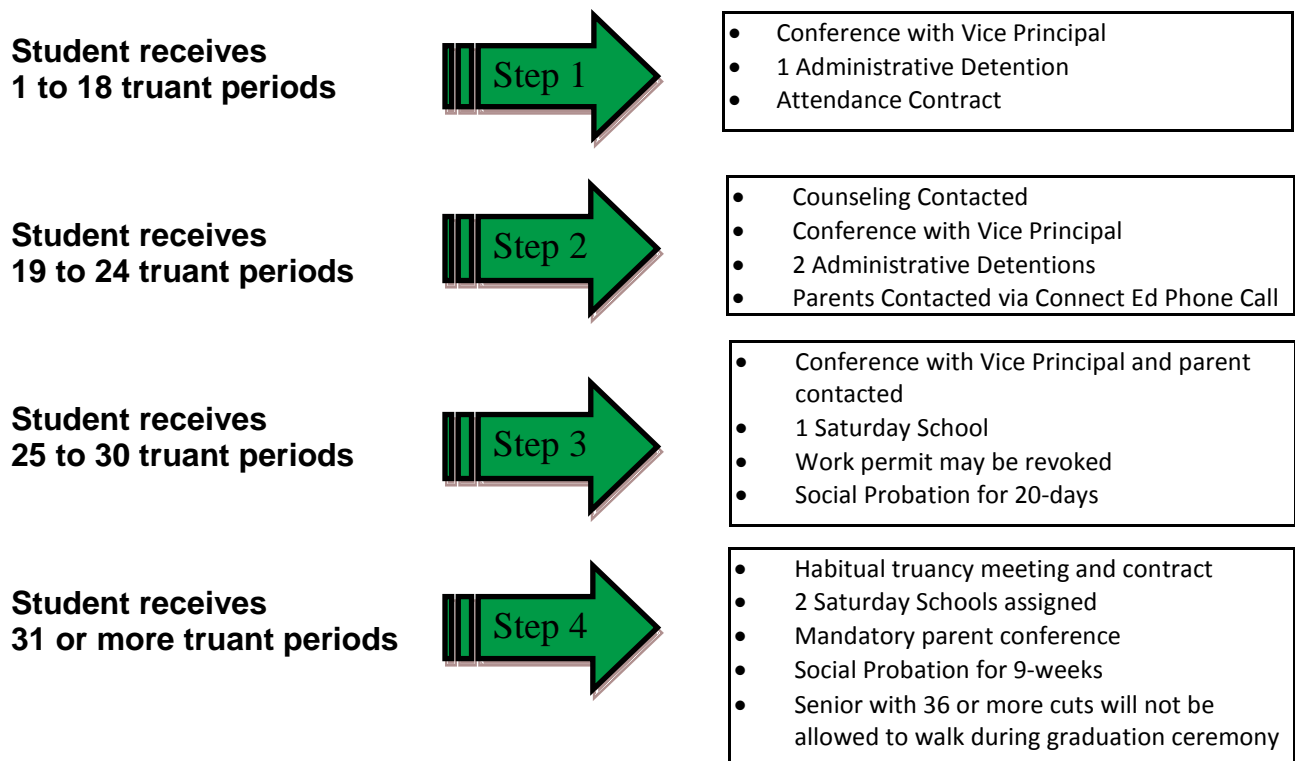
- 6th Overall Tardy - Administrative Detention + Tardy Contract Review/Signature, School Messenger Call Home
- 12th Overall Tardy - After School Administrative Detention + Tardy Contract Review/Signature + School Messenger Call Home
- 18th Overall Tardy - 2 Administrative Detentions + 1-Week Social Probation or 5-hours of community service + Parent Conference
- 24th Overall Tardy - Saturday School + 10-days Social Probation + Parent Conference
- 25th + Overall Tardy- Parent Visitation and shadowing of student + Progressive Discipline + Social Probation Extension + Conference.

Prior to the first Administrative consequence, teachers have the right to assign classroom consequences for tardies. Parents will be notified of student tardies via our automated tardy system caller if you have specific tardies, please check "Q" and/or contact the teacher for the period in which your student was marked tardy.

Truancy Policy

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

El Camino Fundamental High School Truancy Intervention Flow Chart



Violation of the Habitual Truancy Contract will result in a referral to the Districts Student Attendance Review Board. Students referred to the district for a SARB hearing will 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. Additionally, disciplinary consequences such as suspension or even expulsion may result in extreme cases.

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 mean 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 conflict mediation 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

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, stadium, and/or front of school. Disciplinary consequences will be issued for Closed Campus/Out of Bounds violations up to and including home suspension.

Conflict Mediation

Should a student have any conflicts with another student they should see their Vice Principal and/or Counselor. 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, hairnets, and wave caps are prohibited.

Electronic Devices

Students are expected to show self-discipline by not using electronic devices during class time except for teacher initiated academic purposes. If students violate this expectation, the device may be taken from the student and locked up in the Vice Principal's office. A parent/guardian must then retrieve the device in the Vice Principal's office between the hours of 7:30am – 3:30pm. If a student refuses to give his/her electronic device to a teacher (or any staff member) when asked to, the student will be referred to the Vice Principal's office for the consequences of 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.*

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
- 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. Students placed on social probation will remain on social probation for 45 calendar days (6 weeks). Students who violate their social probation by attending any non-mandatory school function will be removed from the event and home suspended for defiance of authority.

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.**
- 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.

EPI (Eagle Polytechnic Institute)

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

ROP (Regional Occupation Program)

ROP 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.

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 Senate

Student Senate is comprised of a representative from each 4th period class and meets regularly to give student voice to campus concerns.

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 **KYDS** campus TV/radio station. 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
Women's Golf
Women's Tennis
Men's Soccer
Women's Volleyball
Men's Water Polo
Women's Water Polo

Winter Sports
Men's Basketball
Women's Basketball
Wrestling

Spring Sports
Baseball
Men's Golf
Women's Soccer
Softball
Swimming and Diving
Men's Tennis
Track (co-ed)
Men's Volleyball

Athletic Eligibility

Athletes are required to maintain a 2.0 or higher GPA with no more than 1 F to be academically eligible. Parent permission and a medical clearance are necessary for active participation. Also, the athlete must be insured against possible injury and for the treatment thereof. Coaches will review the process for clearance. A full explanation of Athletic Eligibility can be found in the Athletic Contract that all student-athletes must sign prior to participation. The Principal and/or Athletic Director may recommend an athlete immediately become ineligible during the course of a grading period for behavior which is unbecoming of an athlete or contrary to the purposes of athletics at El Camino Fundamental High School. This includes unacceptable behavior in class, or on any part of campus, in/or during athletic events, and/or in the community.

Please Note: Students will not be permitted to participate in school sponsored activity memberships such as band, spirit groups, or athletics before insurance, medical, academic and citizenship clearances have been officially recorded in our school's financial office.

Awards

A number of 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.

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.

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.

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, All Night Grad, 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. PTSA also publishes a monthly electronic newsletter, The E-gram, designed to keep parents informed. 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.

Safe Schools Team

Administrators, teachers, 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.

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.

COUNSELING AND GRADUATION

Career Center

The Career Center located in the school library is for the use of all students. There is information available on occupational choice and career information materials, as well as college and university catalogues. The Center is available to all students to identify career opportunities and to assess abilities, interests and skills. The Center is staffed by parent volunteers.

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. 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 academic counselors assist students with their educational, and post high school plans. 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 can fill out a request to see their counselor and will be called out of class generally within 24 hours; the student will be seen immediately in cases of an emergency.

Guidance Issues

- Students can take a maximum class load of 7 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 3 period R.O.P. program
- Teacher/Office Assistant (TA) classes are limited to one per semester for 11th and 12th graders
- No 5th year Seniors except students enrolled in special education
- Successful completion of the High School Exit Exam is required to earn a diploma
- All students must complete Algebra I 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.

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. Students must also pass both parts of the California High School Exit Exam.

Courses	High School Graduation Requirements	A-G College Entrance Requirements
English	4 years-40 credits	4 years required
Math	2 years-20 credits (10 credits must be Algebra 1 or higher)	3 years required (Alg. 1, Geometry, Alg. 2); 4 years recommended
History/Social Science	3 ½ years-35 credits (World History, US History, Government, Economics, & Social Science Elective)	2 years required
Science	2 years-20 credits (must have 10 credits of life science and 10 credits of physical science)	2 years lab science (Biology, Chemistry, Physics) required; 3 years recommended
Physical Education	2 years-20 credits (1 year must be taken in 9 th grade)	N/A
Visual/Performing Arts	1 year-10 credits OR 1 semester + 1 year Foreign language	1 year required (must be a yearlong course);
Foreign Language		2 years required; 3 years recommended
Health	1 Semester-5 credits	N/A
Electives	70 credits	1 year of an A-G approved elective
Total	220 Credits	All A-G must be completed with grade of C or higher

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 minimum 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. AP Government will count. 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. A locked fenced-in area, located near the 20's wing, is available to students during school. After school hours, the compound is not locked. El Camino assumes no responsibility for bicycles/skateboards left in the compound.

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 fees/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 available.

Health Needs

No nurse or health services are available. 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 (steel reinforced key Master locks recommended) and register for a locker with the campus monitor. Do not move into a locker without registering or your lock may be cut off. Do not share lockers or give your combination to others. Prevent theft by properly securing personal property. Students use the lockers at their own risk; school assumes no responsibility for belongings placed in lockers.

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

Many parking spaces on campus are assigned to staff members. These 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.
- Automobiles are not to be moved during the school day unless directed to do so.
- Student vehicles must be parked in the areas designed for student parking. The back parking lot is for seniors only.
- 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 filled, students will have to park cars in the surrounding neighborhood.
- Students driving or parking in an unsafe manner will receive disciplinary consequences and may lose the privilege of driving/parking on campus.

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 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 (\$15/year):

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. Books are to be 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.....	334-2970
Alcoholics Anonymous.....	454-1100
CA Youth Crisis Line (24 hours).....	(800)843-5200
Children’s Protective Services	875-5437
Drug Detection Laboratories.....	366-3113
La Familia Counseling Center.....	452-3601
Nat. Council Alcohol & Drug Dependency (NCADD).....	922-9217
New Directions Counseling Center	966-4523
Planned Parenthood.....	446-5037
Sacramento Chinese Community Services.....	442-2523
Suicide Prevention Service.....	368-3111
Sutter Counseling Center.....	929-0808
WEAVE 448-2321/(Crisis line).....	920-2952
White House Counseling Center.....	971-7640

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 Drill Team, Cheer Leaders, Pep Band, and speakers at our rallies, assemblies, and other activities.
- 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 All Night Graduation Party is a PTSA sponsored function to which all seniors are invited.
- Senior Ball is a formal dance held off campus in the springtime for seniors and their guests.
- 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.
- Rallies promote spirit for our student body and provide support for our teams, and occur throughout the year. ATTENDANCE AT ALL RALLIES AND ASSEMBLIES IS MANDATORY.
- 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

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.