

El Camino Fundamental High School

Home of the Eagles



2023/2024

Student Handbook

www.sanjuan.edu/elcamino

www.facebook.com/ECFHSEagles

Follow us on Instagram @ECFHSEagles

or scan to get the El Camino app



TABLE OF CONTENTS

DISTRICT INFORMATION

District Board Members and Administration	4
---	---

SCHOOL INFORMATION

Administrators & Counselors	4
Telephone Numbers	4
Mission Statement	5
Strategic Site Plan	5
Expected School Wide Learning Results	5
“Fundamental” Philosophy	6
Definition of Fundamental	6
Academics and Scholastic Achievement	6
Student/Parent Commitment Contract	7
Important School Dates	8
Finals Schedules	9
Bell Schedules	10

POLICIES AND PROCEDURES

Academics and Grades

Addressing Classroom Concerns	11
Final Exams	11
Grades	11
Incomplete Grades	11
Homework and Makeup Work	11
Q Connect/Parent Portal/ Student Portal/Scholastic Reports	11

Attendance

Attendance Procedures	12
Early Dismissals	12
Illness at School	12
Late Arrivals	12
Tardies	12-13
Truancy Policy	13

CODE OF CONDUCT/DISCIPLINARY PROCEDURES

School Wide Behavior Expectations	13-14
Academic Dishonesty	14
Bullying/Cyber Bullying	14
Classroom Suspension	14
Closed Campus Violations/Out of Bounds/Loitering	14
Food Deliveries	14
Conflict Mediation	14
Dress Code	15
Prohibited Clothing/Accessories	15
Electronic Devices	15
Amplified Music	15
Guidelines for Suspension/Expulsion	15
Inappropriate Displays of Affection	15
Social Probation	15-16
Fighting	16

ACTIVITIES AND PROGRAMS

AVID	16
Clubs	16
Dances	17
EPI (Eagle Polytechnic Institute)	17
CTE (Career Technical Education)	17
Spirit Squads	17
Student Government	17
Student Media	17

ATHLETICS

Athletic Teams	18
Athletic Eligibility	18

AWARDS

Block Letters19
CSF (California Scholarship Federation)19
Lyceum.....19

COMMUNICATION AND PARENT INVOLVEMENT

Communication

Bulletin19
Delivery of Messages20
Website.....20
Social Media.....20

Parent Organizations

Boosters20
Individual Program Boosters.....20
PTSA20
ELAC (English Learner Advisory Committee).....20
Safe Schools Team21
SITE Council.....21

COUNSELING AND GRADUATION

Counseling Services21
Guidance Issues21
Class Changes Initiated by Student.....21
College & Career Center21
Graduation Participation22
Graduation Requirements Class of 202222
Graduation Requirements Class of 2023 & beyond23
Graduation Speakers and Performers23
Valedictorian.....23
Senior Top 10.....23
Junior Honor Guard24

STUDENT SERVICES

Bicycle/Skateboard Storage24
Debts/Finance Office24
Food Services24
Health Needs24
Library24
Lockers.....24
Lost and Found24
Opt Out Recruiter Form24
Parking Regulations25
School Pictures/ID Cards.....25
Student Accident and Athletic Insurance.....25
Textbooks25
Transcripts25
Valuables/Personal Belongings.....25
Visitors25
Work Permits.....26

COMMUNITY RESOURCES

Alma Mater27
Traditions.....27

UNIFORM COMPLAINT PROCEDURE

.....28



San Juan
Unified School District

SAN JUAN UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

Zima Creason, President
Pam Costa, Vice President
Saul Hernandez, Clerk
Paula Villescaz, Member
Ben Avey, Member
Tanya Kravchuk, Member

DISTRICT ADMINISTRATION

Melissa Bassanelli, Superintendent of Schools
Amy Slavensky, Interim Deputy Superintendent, Schools and Student Support
Linda C.T. Simlick, J.D., General Counsel
Trent Allen, APR, Chief of Staff
Frank Camarda, Chief Operations Officer
Jennifer Stahlheber, Chief Financial Officer
Debra Calvin, Ed.D., Assistant Superintendent, Educational Services
Rebecca Toto, Assistant Superintendent, Human Resources
Kristan Schnepf, Assistant Superintendent, Secondary Education and Programs
Amberlee Townsend-Snyder, Assistant Superintendent, Elementary Education and Programs
Peter Skibitzki, Senior Director, Technology
Daniel Thigpen, Senior Director, Labor Relations

EL CAMINO FUNDAMENTAL HIGH SCHOOL

ADMINISTRATION

Evelyn Welborn, Principal
Meghan Wilson, Vice Principal
Rob Kerr, Vice Principal

COUNSELORS

John Beedy Nelda Mackey
Beth Hein Carly Van Alfen

SCHOOL TELEPHONE NUMBERS

Athletic Office	916-971-7444	KYDS Radio Station	916-971-7453
Attendance 24hr	916-971-7588	Library	916-971-7440
Principal's Office	916-971-7426	Cafeteria	916-971-7447
Records Office	916-971-7424	Counseling Office	916-971-7436
Textbooks	971-5900 x201872	Finance Office	916-971-7432
Vice Principals' Offices	971-7433		

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

Vision STATEMENT

Preparing students to be confident and successful community members.

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 implement 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. Most 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.

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 	<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 (which can be found at <https://www.sanjuan.edu/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 2023 – 2024 Calendar of Events

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

July/August 2023

July 26	Football Parent Meeting
August 3 & 4	Link Crew Training
August 3 & 4	Schedule Pick Up
August 7	New Family Orientation
August 8	Freshmen Orientation
August 8 & 9	Staff Day/Non-Inst. Day
August 10	First Day of School
August 11	Senior Sunrise
August 12	Band Uniform Fitting
August 14	Band Parent Meeting
August 15	Drama Parent Meeting
August 16	Choir Parent Meeting
August 16	Sports Parent Meeting
August 17	Back to School Night
August 18	Minimum Day*
August 24	EPI Forum

September 2023

September 1	BTS Rally
September 1	1 st Home Football Game
September 1	Link Crew BBQ
September 4	Labor Day Holiday
September 8	Photo Make-Up/Retakes
September 8	End of Grading Period
September 12	Senior Parent Info Night
September 14	HBCU College Fair
September 19	Blood Drive
September 21	Club Rush #1

October 2023

October 2	No School
October 6	HoCo Rally & Game
October 7	Homecoming Dance
October 11	Choir Fall Concert
October 13	Band Fall Concert
October 13	End of Term 1
October 14	PSAT Saturday
October 17	Open Enrollment Night
October 18-20	Prospective Eagle Tours
October 21	Jr. Class Rummage Sale
October 23-27	Canned Food Drive
October 27	Haunted House
October 31	Costume Contest

November 2023

November 2-4	Drama Performance
November 3	DUI Court Assembly
November 7	Fall Sports Awards
November 9-10	No School/Veterans' Day
November 14	Winter Sports Meeting
November 17	End of Grading Period
November 20-24	Thanksgiving Break
November 27	CIF Foundation Game

December 2023

December 1	Audio-thon
December 7	Winter Band Concert
December 8	Winter Formal
December 9	Madrigal Dinner
December 13	Winter Choir Concert
December 14-16	Drama Performances
December 18	Cocoa & Cram
December 20/21	Finals**
Dec. 22-Jan.8	Winter Break

January 2024

January 8	End of Term 2
January 8	Non-Instructional Day
January 9	First Day of Second Block
January 15	MLK Holiday
January 18	Cash for College
January 25	Back to School Night
January 26	Minimum Day *
January 30	10 th Grade Hearing Test

February 2024

February 1	Course Information Day
February 3	Band Clinic
February 3	Choir Themed Cabaret
February 9	End of Grading Period
February 14	Blood Drive
February 15	Senior Forum
February 15	Spring Sports Meeting
February 16	Talent Show
February 19-23	Presidents' Week Break
February 27/29	Winter Sports Awards

March 2024

March 7	Culture Day
March 8	Theme Rally & Dance
March 9	Booster's Crab Feed
March 12	Freshman Info Night
March 14-16	Drama Production
March 16	Senior Car Show
March 20	Choir Spring Concert
March 22	Band Spring Concert
March 22	End of Term 3
March 25-29	Spring Break

April 2024

April 9 & 10	CAASPP Testing***
April 12	Power Puff
April 13	Band An Evening of Jazz
April 20	Junior Prom
April 24	GPA Awards at Lunch
April 25	Senior Forum/Grad Info
April 26	No School/End of Grading Period

May 2024

May 1	Undergrad Dept Awards
May 2	Senior Rally Auditions
May 3-17	AP Testing
May 4	Senior Ball
May 8	Choir Awards Night
May 9	Spring Sports Awards
May 10-11	Audio-thon
May 13	Band Awards Night
May 14	Drama Awards Night
May 16	Senior Awards Night
May 17	Senior Rally & Sunset
May 18	Band Sports-O-Rama
May 22	Choir Concert
May 23	Honors Senior Breakfast (by invitation only)
May 23	Band Pops Concert
May 27	Memorial Day Holiday
May 28 & 29	Senior Finals
May 30	Graduation Practice
May 31	All Senior Breakfast
	Senior Checkout
	Cap & Gown Distribution
	Graduation

June 2024

June 3 & 4	Undergrad Finals**
June 4	Last Day of School
June 5	Senior Parking Lot Painting Class of '25

*Minimum Day – Dismissal at 12:39

**Finals Dismissal at 12:50

Day 1 = Periods 1 & 2

Day 2 = Periods 3 & 4

*** Please see the website for scheduling details.

Graduation information will be available on the Senior Information tab on the website.



Updated: 8/14/23

Finals at EC

Fall Finals Schedule – All Students

Wednesday, December 20	Thursday, December 21
Finals Schedule	Finals Schedule
Final – Period 1 8:30 - 10:30am	Final – Period 3 8:30 - 10:30am
Break 10:30 - 10:45	Break 10:15 - 10:45
Final – Period 2 10:50 - 12:50	Final – Period 4 10:35 - 12:35

Spring Finals (Grades 9-11) Schedule

Monday, June 3	Tuesday, June 4
Finals Schedule	Finals Schedule
Final – Period 1 8:30 - 10:30am	Final – Period 3 8:15 - 10:15am
Break 10:30 - 10:45	Break 10:30 - 10:45
Final – Period 2 10:50 - 12:50	Final – Period 4 10:50 - 12:50

SENIORS Spring Finals Schedule

Tuesday, May 28	Wednesday, May 29
Periods 1 & 2	Periods 3 & 4
Regular Bell Schedule	Regular Bell Schedule

Senior finals will be scheduled at each teacher’s discretion and will be completed no later than Wednesday, May 29.

**EL CAMINO FUNDAMENTAL HIGH SCHOOL
BELL SCHEDULES**

REGULAR BELL SCHEDULE

0	7:30 – 8:25
1	8:30 – 10:02
2	10:07 – 11:39
Lunch	11:39 – 12:09
3	12:14 – 1:46
4	1:51 – 3:23

MINIMUM DAY SCHEDULE

0	7:30 – 8:25
1	8:30 – 9:26
2	9:31 – 10:27
Break	10:27 – 10:37
3	10:42 – 11:38
4	11:43 – 12:39

THURSDAYS SCHEDULE

0	7:30 – 8:25
1	8:30 – 9:44
2	9:49 – 11:03
Lunch	11:03 – 11:33
3	11:38 – 12:52
4	12:57 – 2:11

RALLY SCHEDULE

0	7:30 – 8:25
1	8:30 – 9:50
2	9:55 – 11:15
Rally	11:15 – 12:03
Lunch	12:03 – 12:33
3	12:38 – 1:58
4	2:03 – 3:23

FINALS SCHEDULE

0	7:30 – 8:25
1/3	8:30 – 10:30
Break	10:30 – 10:45
2/4	10:50 – 12:50



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 student and parent feel that the issue has not been resolved after meeting with the teacher, the next step would be for the parent to schedule a meeting with the student's counselor.
4. If the meeting with the counselor does not resolve the issue, the next step is to have a meeting that includes the student's vice-principal.
5. 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 Parent Portal/Progress Reports

Each student and parent should familiarize themselves with the Q Portal, which contains information including, but not limited to, grades, progress, absences, homework, and missing assignments. Students can access the Q Student Portal at portal.sanjuan.edu, and parents can access the Q Parent Portal at www.sanjuan.edu/parents. In addition, progress reports will be mailed home at the end of each grading period.

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 trancies 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. Students who are chronically tardy 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 truanancies. Intervention and disciplinary consequences will occur according to the Truancy Intervention Flow Chart shown below:

Student receives 8 – 11 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 12 – 15 truant periods

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

Student receives 16 – 20 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 21+ 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 24 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 12 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 District's 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 in 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, call San Juan Unified Bullying Prevention at (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 administrative 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, the 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 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, will be referred to administration, and subject to disciplinary action. 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 a student suspects a friend may be in danger of getting into a verbal or physical confrontation, they should report it to a Vice Principal or counselor. Students who report possible conflicts will have their anonymity protected. 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.
- Private body parts are to be covered.
- 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.

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 above 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 Oneself 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.)
- No one may enter a dance in the last 90 minutes.
- 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 for more information. El Camino currently offers a Media Arts pathway that includes TV, Radio, and Newspaper, Theater Arts, and a Medical Assisting pathway.

Spirit Squads

El Camino's Cheer Squad brings spirit to school events and athletic contests. Tryouts occur in the spring for the following year's team. 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 available to purchase throughout the school year and is distributed just before school closes. Students interested in working on the yearbook should contact the yearbook advisor.

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. 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
Girls' Flag Football

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.

The Athletics Office can be reached at 971-7444.

Athletic Eligibility

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 these 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 4 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".

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 in second period classes and a newsletter is sent out once a week by the principal. 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.

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

Official social media posts for El Camino can be found at:

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

Instagram @ECFHSEagles



El Camino also has a school app. Scan this code for the link to download.

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

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 assistance, 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/>

Individual Program Boosters

Please look 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

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.

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

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 case of an emergency.

Guidance Issues

- Students take 8 classes in the school year, with 4 periods each in the fall and spring blocks.
- Students must take 4 periods per day, (Seniors may have an open 1st or 4th period if they meet the credit requirements.
- Students who have exhausted the El Camino curriculum may take 2 classes on campus with concurrent community college enrollment to a total of 3 classes. **Prior administrative approval required.**
- Students may take 2 periods on campus if they are enrolled in a 2 period CTE program.
- Teacher/Office Assistant (TA) periods are limited to one per block for both 11th and 12th graders.
- There are no 5th year Seniors except students enrolled in special education or ELD.
- All students must complete Integrated Math 1 & 2 to graduate from high school in the state of California.

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

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.

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.

GRADUATION

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 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

SAN JUAN UNIFIED SCHOOL DISTRICT

EL CAMINO FUNDAMENTAL HIGH SCHOOL

1. Complete the minimum number of credits required for graduation. Credit adjustment will be necessary to compensate for the transition from the traditional schedule to the block schedule.
2. Complete the following required courses in addition to electives in order to earn the number of credits needed for graduation.
3. Credits needed for graduation by class are as follows:
 - a. Class of 2024: 265 credits
 - b. Class of 2025 and beyond: 280 credits
4. Must complete Integrated Math 2 or higher.

English	40 credits (4 years)	To be taken every year
Mathematics (see #4 above)	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

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 during school, and skateboards can be stored in the Campus Monitor office. The bicycle compound is not locked after school hours, on weekends, or on holidays. El Camino assumes no responsibility for bicycles/skateboards left in the compound or in 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, and after school. Lab/supply donations are processed through the financial office. All student fines are paid through this office. Students must have a valid student ID card in hand for all financial transactions.

Food Services

El Camino's cafeteria is open for breakfast and lunch. For more information about school meals, go to www.nutrition.sanjuan.edu.

Health Needs

Currently for 2023/2024 year a nurse is located on campus. Students who are sick need to go home, report 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.

- The library is open for students before school @ 7:45 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 schoolwork only.

Lockers

PE lockers are available for student use during PE. PE teachers provide students with locks for PE lockers, and students must register the lock and locker number with the teacher supervising the locker room. Students are not to move into a locker without registering or their lock will be cut off. Students should not share lockers or give their 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.** Hall lockers are assigned by class on Schedule Pick up day. Students provide their own combination lock to be placed on their locker. After students are assigned to the appropriate hall of their class, they will record their last and first names, students ID along with the locker number and combination. SJUSD Board Policy 5145.12 Search and Seizure: School officials may search any individual student, his/her property, or District property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board Policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices.

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

Students parking on campus must complete a google form to register their vehicle. The form is emailed to students each month, and the QR code can be found in the VP office. Spaces identified as "staff" are off-limits to students and visitors. Limited visitor parking is located in front of the 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 only for seniors who purchased a parking space..
- 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 for students. Students must arrive early to be assured of 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.
- 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 damage 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, reimbursement will be given.

Transcripts

To order an official or unofficial transcript, go to www.Parchment.com. From there, the transcript can be sent either to the student/family or any preferred contact (such as a school or employer). For questions about Parchment or other records matters, please contact the Registrar by phone, email, or in the Records Office.

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 visitor's 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 College and Career Counseling classroom. 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.
- 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 happen periodically throughout the year, and are marked by hall decorating competitions, dress-up days, and other special events.
- The El Camino Mascot is the Eagle.
- El Camino 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 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.

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>