El Camino Fundamental High School

Home of the Eagles

2026/2027 Student Handbook

www.sanjuan.edu/elcamino
www.facebook.com/ECFHSEagles
Follow us on Instagram @ECFHSEagles

TABLE OF CONTENTS

DISTRICT AND SCHOOL INFORMATION
District Board Members and Administration 4
El Camino Administrators & Counselors 4
Telephone Numbers 4
SCHOOL INFORMATION
Vision Statement 5
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
Calendar of Events 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 Portal/Progress Reports 11
Short Term Independent Study 12
Attendance
Attendance Procedures 12
Early Dismissals 12
Illness at School 12
Late Arrivals 12
Tardies 13
Truancy Policy 13
CODE OF CONDUCT/DISCIPLINARY PROCEDURES
School Wide Behavior Expectations 14
Academic Dishonesty 14
Bullying/Cyber Bullying 14
Classroom Suspension 14
Closed Campus Violations/Out of Bounds/Loitering 14
Food Deliveries 15
Conflict Mediation 15
Dress Code – San Juan Unified School District 15
Mobile Communication Devices 16
Amplified Music 16
Guidelines for Suspension/Expulsion 16
Inappropriate Displays of Affection 16
Social Probation 16
Fighting 17
ACTIVITIES AND PROGRAMS
Clubs 18
Spirit Squads 18
Dances 1
AVID (Advancement via Individual Determination) 18
EPI (Eagle Polytechnic Institute) 18
CTE (Career & Technical Education) 18
Student Leadership 19
Student Media 19
ATHLETICS
Athletic Teams 20
Athletic Eligibility 20

ACADEMIC AND ATHLETIC AWARDS
Block Letters 21
CSF (California Scholarship Federation) 21
Lyceum 21
COMMUNICATION AND PARENT INVOLVEMENT
Communication
Daily Announcements 22
Newsletter 22
Talking Points 22
Website 22
Social Media 22
Delivery of Messages 22
Parent Organizations
Boosters 22
Individual Program Boosters 22
PTSA 22
ELAC (English Learner Advisory Committee) 23
Safe Schools Team 23
SITE Council 23
COUNSELING AND GRADUATION
Counseling Services 23
Guidance Issues 23
Class Changes Initiated by Student 23
College & Career Center 23
Graduation Participation 24
Graduation Requirements Class of 2023 & beyond 24
Graduation Speakers and Performers 25
Valedictorian 25
Senior Top 10 25
Junior Honor Guard 25
STUDENT SERVICES
Bicycle/Skateboard Storage 25
Debts/Finance Office 25
Food Services 25
Health Needs 25
Library 25
Lockers 26
Search and Seizure – San Juan Unified Board Policy 26
Lost and Found 26
Opt Out Recruiter Form 26
Parking Regulations 26
School Pictures/ID Cards 27
Textbooks 27
Transcripts 27
Valuables/Personal Belongings 27
Visitors 27
Work Permits 27
COMMUNITY RESOURCES 28
EL CAMINO ALMA MATER AND FIGHT SONG 29
UNIFORM COMPLAINT PROCEDURE 30

SAN JUAN UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

Tanya Kravchuk, President
Manuel Perez, Vice President
Nick Bloise, Clerk
Zima Creason, Member
Abid Stanekzai, Member
Pam Costa, Member
Ben Avey, Member

DISTRICT ADMINISTRATION

Melissa Bassanelli, Superintendent of Schools
Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support
Fhanysha Clark Gaddis, J.D., MPP, General Counsel
Trent Allen, APR, Chief of Staff
Frank Camarda, Chief Operations Officer
Cloris M. Henry, Ed.D., Interim Chief of Human Resources
Joel Ryan, Chief Financial Officer
F.J. "Harvey" Oaxaca, Ed.D., Assistant Superintendent, Educational Services
Kristan Schnepp, Assistant Superintendent, Secondary Education and Programs
Amberlee Townsend-Snider, Assistant Superintendent, Elementary Education and Programs
Daniel Thigpen, Executive Director, Labor and Government Relations
Peter Skibitzki, Senior Director, Technology

EL CAMINO FUNDAMENTAL HIGH SCHOOL

ADMINISTRATION

Evelyn Welborn, Principal
Meghan Wilson, Vice Principal
Chris Hauger, Vice Principal

COUNSELORS

Colleen Honegger
Emily Greene
Beth Hein
John Beedy

SCHOOL TELEPHONE NUMBERS

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

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

EL CAMINO 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. Improve achievement and outcomes for all students as measured by performance on statewide assessments, English proficiency, and college and career preparedness.
2. Provide students with engaging programs, course work, and opportunities that address attendance, dropout, graduation, and access to a broad course of study.
3. Address factors both inside and outside the classroom that impact student success such as family engagement, health, safety, discipline, connectedness, facilities, materials, and staffing.

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 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.

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	- Expected to work to their full potential and to demonstrate academic responsibility. - Communicate with teachers regarding progress. - Seek appropriate tutoring to ensure academic success.	- 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.	- 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	- 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	- 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.	- 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	- 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	- 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.	- 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	- 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.	- 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.	- 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 School Attendance Notification, 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.

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
2026-2027
Calendar of Events

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

August 2026

August 3	Student Gov Bonding
August 4 & 5	Link Crew Training
August 6 & 7	Schedule Pick Up
August 10	New Family Orientation
August 11	Freshmen Orientation
August 12	Staff Workday/Non-Inst. Day
August 13	First Day of School
August 21	Pool Party
August 25	Fall Sports Parent Meeting
August 26	Back to School Night
August 28	Senior Sunrise
	Minimum Day*

September 2026

September 7	Labor Day Holiday
September 11	End of Grading Progress 1
	HoCo Rally & Game
September 12	Homecoming Dance
September 17	HBCU College Fair
September 23	Photo Make-Up/Retakes
September 24	Senior Forum
September 30	Club Rush at Lunch
	Herf Jones Grad Fair

October 2026

October 1	Blood Drive
October 2	Class of '29 Ice Cream Social
October 5	No School
October 8	Band Fall Concert
October 8 & 9	Term Finals (regular schedule)
October 9	End of Term 1
October 10	Annual Cheer Clinic
October 15	PSAT
	Choir Fall Concert
October 23	Hoops for Hope
October 26	Movie in the Cafe
October 29-31	Musical Production
October 30	Haunted House
	EPI Costume Contest

November 2026

November 3	Open Enrollment Night
November 4-6	Prospective Eagle Tours
November 5-7	Musical Production
November 6	End of Grading Progress 2
November 9	Winter Sports Parent Mtg
November 11	Veterans' Day Holiday
November 12-13	No School
November 18	Choir Open Mic Night
	Fall Sports Awards
November 23–27	Thanksgiving Break

December 2026

December 3	Band Winter Concert
December 4	Rally
December 4-5	Audio-thon
December 10	Choir Winter Concert
December 15	Cocoa & Cram
December 17-18	Finals – Min. Days **
December 18	End of Term 2
Dec. 21-Jan.5	Winter Break

January 2027

January 5	First Day of Second Block
January 18	MLK Holiday
January 20	10th Grade Hearing Test
	Cash for College
January 27	Club Rush at Lunch
January 28	Class of '28 Ice Cream Social
January 30	Annual Band Clinic

February 2027

February 1-5	ELPAC Testing
February 5	End of Grading Progress 3
February 6	Winter's Ball
February 8	Spring Sports Parent Mtg
February 15-19	Presidents' Week Break
February 23	Winter Sports Awards

March 2027

March 4	SAT
March 5	Rally
	Sport O'Rama
March 6	Choir Themed Cabaret
March 10	Future Frosh Registration & Course Preview Night
March 11	Blood Drive
	Band Spring Concert
March 12	Minimum Day*
March 13	Booster's Crab Feed
March 18 & 19	Term Finals (regular schedule)
March 19	End of Term 3
March 18-20	Band/Choir Spring Tour
March 22-26	Spring Break

April 2027

April 3	Junior Prom
April 5-7	CAASPP Testing***
April 7	GEL Track Meet
April 9	Spring Fling
April 14	Choir Open Mic Night
April 15-17	Spring Play
April 15	Senior Forum/Grad Info
April 17	An Evening of Jazz
April 20	GPA Awards at Lunch
April 21	Cultural Fair
April 22-25	Spring Play
April 23	No School
April 28	Undergrad Dept Awards
April 29	EPI Tech Night
April 30	End of Grading Progress 4
	Power Puff Game

May 2027

May 1	Sr. Car Show
May 3–14	AP Testing
May 4	Choir Awards Night
May 6	Post Grad Commitment Night
May 7-8	Audio-thon
May 10	Band Awards Night
May 11	Class of '30 Ice Cream Social
May 13	Choir End of Year Concert
May 15	Senior Ball
May 18	Choir Awards Night
May 19	Senior Awards Night
May 20	Band Pops Concert
May 21	Senior Rally & Sunset
May 24	Theatre Awards Night
May 25	Spring Sports Awards
May 26	ASB Awards Night
May 31	Memorial Day Holiday

June 2027

June 1	Medical Awards Night
June 1 & 2	Senior Finals (regular schedule)
June 3	Graduation Practice
June 4	All Senior Breakfast
	Senior Checkout
	Cap & Gown Distribution
	Graduation
June 7 & 8	Undergrad Finals**
June 8	Last Day of School
	End of Term 4

**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 under the Resources tab on the website.

Booster and PTSA meeting dates TBA

Updated: 7/21/26

FINALS SCHEDULES

FALL FINALS SCHEDULE – ALL STUDENTS

Thursday, December 17	Friday, December 18
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

Monday, June 7	Tuesday, June 8
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, June 1	Wednesday, June 2
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, June 2.

EL CAMINO FUNDAMENTAL HIGH SCHOOL
BELL SCHEDULES

REGULAR BELL SCHEDULE

0	7:30 – 8:25
1	8:30 – 10:01
2	10:06 – 11:41
Lunch	11:41 – 12:11
3	12:16 – 1:47
4	1:52 – 3:23

THURSDAYS SCHEDULE

0	7:30 – 8:25
1	8:30 – 9:43
2	9:48 – 11:05
Lunch	11:05 – 11:35
3	11:40 – 12:53
4	12:58 – 2:11

FINALS SCHEDULE

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

MINIMUM DAY SCHEDULE

0	7:30 – 8:25
1	8:30 – 9:25
2	9:30 – 10:29
Break	10:29 - 10:39
3	10:44 – 11:39
4	11:44 – 12:39

RALLY SCHEDULE

0	7:30 – 8:25
1	8:30 – 9:49
2	9:54 – 11:17
Rally	11:17 – 12:05
Lunch	12:05 – 12:35
3	12:40 – 1:59
4	2:04 – 3:23

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. **Student and teacher meeting**: 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. **Parent and teacher meeting**: 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. **Student, parent, and counselor meeting**: 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. **Student, parent, counselor, and VP meeting**: 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. **Meet with principal**: 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,** 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 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 sanjuan.edu/students, and parents can access the Q Parent Portal at sis.sanjuan.edu/parentportal. In addition, progress reports will be mailed home at the end of each grading period.

SHORT TERM INDEPENDENT STUDY

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

ATTENDANCE

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

ATTENDANCE PROCEDURES

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

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

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

EARLY DISMISSALS (EDs)

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

ILLNESS AT SCHOOL

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

LATE ARRIVALS

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

TARDIES

Students are expected to arrive to class before the final bell rings. 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-3rd 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 Redirection **AND** 1 month Social Probation
25th+ Tardy = In-School Redirection **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 truancies. 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 Districts Student Attendance Review Board (SARB). Students referred to the district for a SARB hearing may be subject to an involuntary transfer to a different school. Seniors on track to graduate will not be transferred but will be barred from participating in the graduation ceremony.

CODE OF CONDUCT/DISCIPLINARY PROCEDURES

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

SCHOOL WIDE BEHAVIOR EXPECTATIONS

Students will demonstrate RESPECT by:

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

Students will demonstrate RESPONSIBILITY by:

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

Students will demonstrate READINESS by:

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

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

ACADEMIC DISHONESTY

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

BULLYING/CYBER BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber bullying include derogatory text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Bullying and/or Cyber bullying will not be tolerated at El Camino High School. If a student feels they are being bullied, they can report it to any adult on campus, 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, California Education Code affords teachers the right to suspend a student from their class for up to two days. Should this occur, your student will be sent to the Vice-Principal's office and the teacher will contact you within 24 hours.

CLOSED CAMPUS VIOLATIONS/OUT OF BOUNDS/NO LOITERING

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

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

FOOD DELIVERIES

Food deliveries to students from any off-campus sources will not be accepted, will be referred to administration, and subject to disciplinary action. Parents/guardians who need to deliver food or any other items 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 - SAN JUAN UNIFIED SCHOOL DISTRICT

DRESS CODE CORE VALUES

Students have the right to:

- Be treated fairly without discrimination (BP 5132)
- Dress comfortably for an active school day
- Feel good about their bodies and choose clothing that will not be judged or regulated

DRESS CODE PURPOSE

- Maintain a safe learning environment where students can choose their clothing, except in classes where special clothing or shoes are needed or required, such as science (eye or body protection) or PE (athletic attire/shoes)
- Ensure students can participate in all activities with minimal dress code interruptions

STUDENTS MUST WEAR THE FOLLOWING:

- A non-see through shirt <u>with straps</u> that cover the front, back, and sides including the rib cage
- A non-see through bottom like a skirt, jeans, pants, leggings, dress, or shorts that cover the buttocks while sitting and standing
- Shoes

STUDENTS CANNOT WEAR CLOTHING, JEWELRY, OR PERSONAL ITEMS THAT:

- Depict items with violent images or language
- Display items with images or language about drugs, alcohol, tobacco, vaping, or illegal activities
- Display profanity, pornography, or promote illegal or violent conduct
- Promote hate groups or target specific groups based on race, religion, ethnicity, gender, or sexual identity
- Display or promote hate speech:
    - Hate speech is any form of expression where people try to insult, humiliate, or encourage hatred against a group of people based on their race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin
- Are swimsuits, except when worn for PE or sports
- Could be considered dangerous or could be used as a weapon
- Cover the face (unless for religious, cultural, or medical reasons)
- Show gang affiliation

If a student does not follow this code, consequences can include parent/guardian contact, a meeting, or being told to cover up, change, or remove the clothing that breaks the rules. The principal or their designee will notify a student's parent/guardian about the school's response to dress code violations. Complete San Juan Unified dress code information can be found at <u>sanjuan.edu/dresscode</u>.

MOBILE COMMUNICATION DEVICES

To support student learning and reduce harmful or disruptive acts of the instructional program, Board Policy (BP) 5131.8 prohibits the use of mobile communication devices, with limited exceptions. Mobile communication devices include but are not limited to cellphones, smartphones, tablets, pagers, smartwatches, earbuds and smart glasses.

Unless directed to do so by a staff member, students may not use devices during instruction. Upon entering the classroom, all mobile communication devices are to be turned off and stored in the numbered pocket organizers present in each classroom.

Students who violate this policy will have their device taken to the Vice Principal's Office. Students may retrieve their device after the first offense. After the second offense, a parent or guardian will be notified and asked to retrieve the device. Should infractions occur on three or more school days during a single year, the student may be prohibited from bringing a device on campus or required to turn their device into a designated staff member each day. If a device is required to be turned in, it may be kept in any secure location and is not required to be stored in the same room as the student.

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

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

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

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

ACTIVITIES AND PROGRAMS

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 at elcamino.sanjuan.edu/activities/clubs.

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.

Screamin' Eagles is El Camino's student spirit club. They attend games and other events to cheer on peers who are participating. To join, visit the Screamin' Eagles table at Club Rush or attend a club meeting.

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.

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.

EPI (Eagle Polytechnic Institute)

This California Partnership Academy introduces students to careers in engineering, manufacturing & construction, drafting technology (CADD), 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, a Medical Assisting pathway, a Theatre pathway, and a Manufacturing Metals pathway.

STUDENT LEADERSHIP

Student Leadership is an elective leadership class that meets second period and is limited to students who apply and interview the year prior or who are highly recommended. Class members include those elected to an Associated Student Body office, elected Class Officers, appointed positions, and incoming freshmen who qualify through their interview prior to the upcoming school year. The class is a yearlong commitment for upperclassmen. The student government class is responsible for planning and implementing student activities (rallies, dances, community service events, school spirit competitions, spirit weeks, etc.), managing the student body account, and being the governing body for the student body. Additionally, leadership and teamwork training are key components to the class, with the focus being servant leadership.

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
Flag Football
Girls' Golf
Girls' Volleyball
Boys' Water Polo
Girls' Water Polo

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

Spring Sports
Baseball
Boys' Golf
Softball
Girls' Swimming
Boys' Swimming
Tennis (co-ed)
Track & Field (co-ed)
Boys' Volleyball

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

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

The Athletics Office can be reached at 971-7444.

ATHLETIC ELIGIBILITY

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

Eligibility levels:
≥ 2.0 and ≤ 1 F grade = **Eligible to play**
< 2.0 and 1 F **or** ≥ 2.0 and 2 F grades = **Eligible to play with full participation in intervention***
< 2.0 and ≥ 2 F grades = **Ineligible (cannot play) with full participation in intervention***

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

Eligibility scenarios for students with 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

ACADEMIC AND ATHLETIC 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. The following are some of these awards:

- 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).
- Teachers may nominate students for the BIONIC Award (Believe it or not, I Care), which recognizes students who demonstrate one or more of the 3 R's: Respect, Responsibility, and Readiness
- Undergraduate and Senior Awards Nights are held in the spring in order to recognize outstanding students.
- Athletic awards are given to outstanding athletes in each sport at the end of each season.

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
C = 0 points
D or F = immediate disqualification
*1 extra point for an A or a B in AP or Honors-designated course, not to exceed two such points per semester

PE, teacher assistant, office aide, and repeated courses do not earn any CSF points. Only 5 classes are used to calculate the point total, and 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

Lyceum is an El Camino honors program recognizing students who take rigorous Honors and Advanced Placement coursework, participate in and demonstrate leadership in school activities, and complete a set amount of certified community service hours. Lyceum Honors requires a 3.5 GPA and 60 community service hours. Lyceum High Honors requires a 4.0 GPA and 100 community service hours

COMMUNICATION AND PARENT INVOLVEMENT

COMMUNICATION

DAILY ANNOUNCEMENTS
Daily announcements are delivered during 2nd period classes in person by members of Student Leadership on Mondays, Wednesdays, and Fridays and over the loudspeaker on Tuesdays and Thursdays.

NEWSLETTER
The Eagle Family Update is sent to families every Sunday evening via email and Talking Points. There is also a Weekly Newsletter Archive in the Connect section of the El Camino website at sanjuan.edu/elcamino.

TALKING POINTS
Talking Points is the preferred instant messaging tool for the San Juan Unified School District. It allows communication between school staff and families across language barriers. The platform translates messages, allowing parents to communicate in their preferred language while school staff receive English translations, and vice versa.

WEBSITE
El Camino maintains a website with sections for Our School, Resources, Academics, Activities, Athletics, and Connect. The website can be found at sanjuan.edu/elcamino.

SOCIAL MEDIA
Official social media posts for El Camino can be found at:
Facebook: www.facebook.com/ECFHSEagles
Instagram @ECFHSEagles

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.

PARENT ORGANIZATIONS

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. Meetings are on the first Monday of the month at 6:00 pm in the El Camino Library.
Facebook: https://www.facebook.com/ElCaminoBoosterClub/

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

PTSA
The purpose of the El Camino PTSA is to support and serve the teachers, students and parents of our school. EC PTSA financially supports Academic Scholarships, Scholastic Achievement Awards, the College and Career Center, Staff Appreciation and Teacher Stipends, hospitality for teachers & staff, guests, and students, Freshman & New Student Orientation, and Academic Student Planners. Membership is open to all parents of El Camino students, teachers and administrators. Meetings are the second Monday of the month at 6:00 p.m. in the El Camino 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

Site Council 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. Site Council meetings are open to the public and are held on the second Tuesday of the month at 3:35 pm in the El Camino Library.

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 cases 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 for 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 under special circumstances.
- All students must complete Integrated Math 1 to graduate from high school in the state of California.

More detailed descriptions and explanation of course scheduling can be found in the Course Descriptions Handbook located on the El Camino 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 10th 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 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 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. Students must earn 280 credits to graduate from El Camino.
2. Complete the following required courses in addition to electives in order to earn the number of credits needed for graduation.
3. Must complete Integrated Math 2 or higher.

English	40 credits (4 years)	To be taken every year
Mathematics (see #3 above)	30 credits (3 years)	To be taken in grades 9-12
Visual/Performing Arts OR CTE	10 credits (1 year)	To be taken any time during four years
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 10's hallway and is open to students before school, at lunch, and after school. Lab/supply donations are processed through the Finance 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, and all students receive one free breakfast and one free lunch per day. Students may purchase additional meals. For more information about school meals, go to www.nutrition.sanjuan.edu.

HEALTH NEEDS

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

LIBRARY

Our library is for the use of 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 El Camino 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

Hallway lockers are available by request starting the Monday of the first full week of school. Students who would like a hallway locker should see the Campus Monitors in Room 11. Students must provide their own combination lock to be placed on their locker. Please do not used keyed locks on any lockers. After students are assigned to the appropriate hall of their class, they will provide their last and first names, student ID number, and locker number and combination to the Campus Monitors.

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 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.**

Students are responsible for cleaning out their hallway and PE lockers and removing locks by the last day of school. Students who do not clean out their lockers and remove their locks may not be able to get a locker the following year.

SEARCH AND SEIZURE – SAN JUAN UNIFIED BOARD POLICY

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 the Campus Monitor Office (Room 11) — 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 parking registration card in the VP office and show proof of a driver's license. Once completed, they will receive a parking permit which must be hung on their rearview mirror so that it can be easily seen by campus staff. If a student drives multiple vehicles, they should complete a registration card and receive a parking permit for each vehicle. Students who are found to be parking on campus without a parking pass will receive progressive discipline. Student parking on campus is a privilege and may be revoked at any time. Spaces identified as "staff" are off-limits to students and visitors. Limited visitor parking is in front of school and the gym.

- Student parking lots are off limits during school hours. If a student goes to their vehicle for any reason without obtaining prior permission, it is considered an out of bounds/off campus violation.
- Student vehicles must be parked in the areas designated for student parking. Students may not park in front of the school. The Senior parking lot is located off Eastern Avenue, behind the 60's hallway. Only seniors and staff may park in this lot, and is first come first serve. The stadium lot is opened to all other grades as well as seniors. Undergrads found to be parking in the Senior lot will be subject to discipline.
- Students may not park in designated staff, visitor, disabled parking (unless they have a placard), or red zones. Please be aware that law enforcement and Fire Department personnel do come onto our campus and issue citations to vehicles parked in violation of safety, disabled, and fire access codes. When student lots are full, students must find legal parking off campus. If students park in the neighborhood, they are expected to behave accordingly.
- 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 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.

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. Students should make sure to inspect all textbooks carefully upon receipt. If a book has a noticeable problem, (i.e., missing pages, writing in or on the book, damages of any kind) notify the textbook clerk in the library immediately. It is recommended that books are covered at all times. If a book is lost or stolen, please see the textbook clerk in the library. A bill will be generated, and after it is paid in the Finance Office, a new textbook will be issued. If the book that was paid for is found, a reimbursement will be given.

TRANSCRIPTS

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 Principal's office. Positive attendance and maintaining a 2.0 GPA or higher is required for obtaining and keeping a work permit.

COMMUNITY RESOURCES

San Juan Unified Community Resources - www.sanjuan.edu/resources/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.

EL CAMINO FIGHT SONG

Fight on to victory, on green and white,
We're all here to honor and glory, WIN!
Proudly the Eagle soars above its prey,
And ready to stalk the foe and save the day.
FIGHT!
Fight on to victory, on green and white,
We're all here to back you and CHEER!
And we'll all sing together the battle cry,
Win the game for EL CAMINO HIGH!

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