ECHS Student Handbook

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ECHS Vision Statement

We provide students with a supportive and caring academic environment, rich in opportunity, choice, accountability, and challenge.

ECHS Mission Statement (ECHS has adopted the Ventura Unified School District Mission Statement)

The Ventura Unified School District will educate all students in safe, healthy, and high performing schools.

We will...
Inspire all students to excel academically
Honor the unique qualities and diverse backgrounds of all students
Build supportive relationships
Guide all students to reach their full potential
Motivate all students to successfully pursue their chosen life paths
Engage all students to become responsible and contributing members of society

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Eagle Outcomes (School-wide Learning Outcomes)

The Eagle Outcomes for El Camino High at Ventura College encourage students to become:

Self-Directed Achievers
- Formulate positive personal ethics and values
- Control own daily learning plans
- Pursue outcomes that maximize college, career, and personal potential
- Evaluate progress on short- and long-term goals
- Utilize a variety of school and community resources

Effective Communicators
- Combine listening with verbal, nonverbal, and written skills
- Communicate in a variety of situations
- Utilize technology with competence

Involved Global Citizens
- Exhibit self-initiative
- Demonstrate engagement at school and in the community
- Contribute to the welfare of others and self
- Support and sustain both local and global environments
- Embody physical, mental, and emotional well-being

Perceptive Thinkers
- Identify, analyze, integrate, and apply information
- Seek a variety of sources of reference
- Make responsible decisions

Equal Opportunity

The Ventura Unified School District Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. (BP 0410)

Title IX Regulations

The Ventura Unified School District affirms its commitment to equality of opportunity for all individuals. This commitment requires that no discrimination shall occur regarding admission or access to, or treatment or employment in, any program and activity on the basis of age, race, color, national or ethnic origin, ancestry, citizenship, sex, gender, gender identity, sexual orientation, disability, medical condition, religion, or marital status. Complaints alleging noncompliance with Title IX can be filed by utilizing the Uniform Complaint Procedures (UCP) as identified in California Code of Regulations, Title 5, Sections 4600 et. Seq. and Ventura Unified School District Policy and should be directed to the Title IX Coordinator. See chart below.

COORDINATOR CONTACTS:			
TITLE IX	**504 / Special Education**	**TITLE II**	**CCR TITLE 5**
District: Gina Wolowicz Assistant Superintendent, Certificated Human Resources (805) 641-5000 x 1151 Gina.Wolowicz@venturausd.org Ventura Unified School District 255 West Stanley Ave. #100 Ventura, CA 93001	**District: Neil Virani** Director of Special Education (805) 641-5000 x 1123 Neil.Virani@venturausd.org Ventura Unified School District 255 West Stanley Ave. #100 Ventura, CA 93001	**District: Greg Bayless** Assistant Superintendent, Education Services Greg.Bayless@venturausd.org Ventura Unified School District 255 West Stanley Ave. #100 Ventura, CA 93001	**District: Eric Reynolds** Director of Risk Management (805) 641-5000 x 1241 Eric.Reynolds@venturausd.org Ventura Unified School District 255 West Stanley Ave. #100 Ventura, CA 93001
ECHS: **Hector Guerrero**, Principal hector.guerrero@venturausd.org El Camino High School 61 Day Rd. Ventura, CA 93003	**ECHS:** **Hector Guerrero**, Principal hector.guerrero@venturausd.org El Camino High School 61 Day Rd. Ventura, CA 93003	**ECHS:** **Hector Guerrero**, Principal hector.guerrero@venturausd.org El Camino High School 61 Day Rd. Ventura, CA 93003	**ECHS:** **Hector Guerrero**, Principal hector.guerrero@venturausd.org El Camino High School 61 Day Rd. Ventura, CA 93003

ECHS Staff Directory

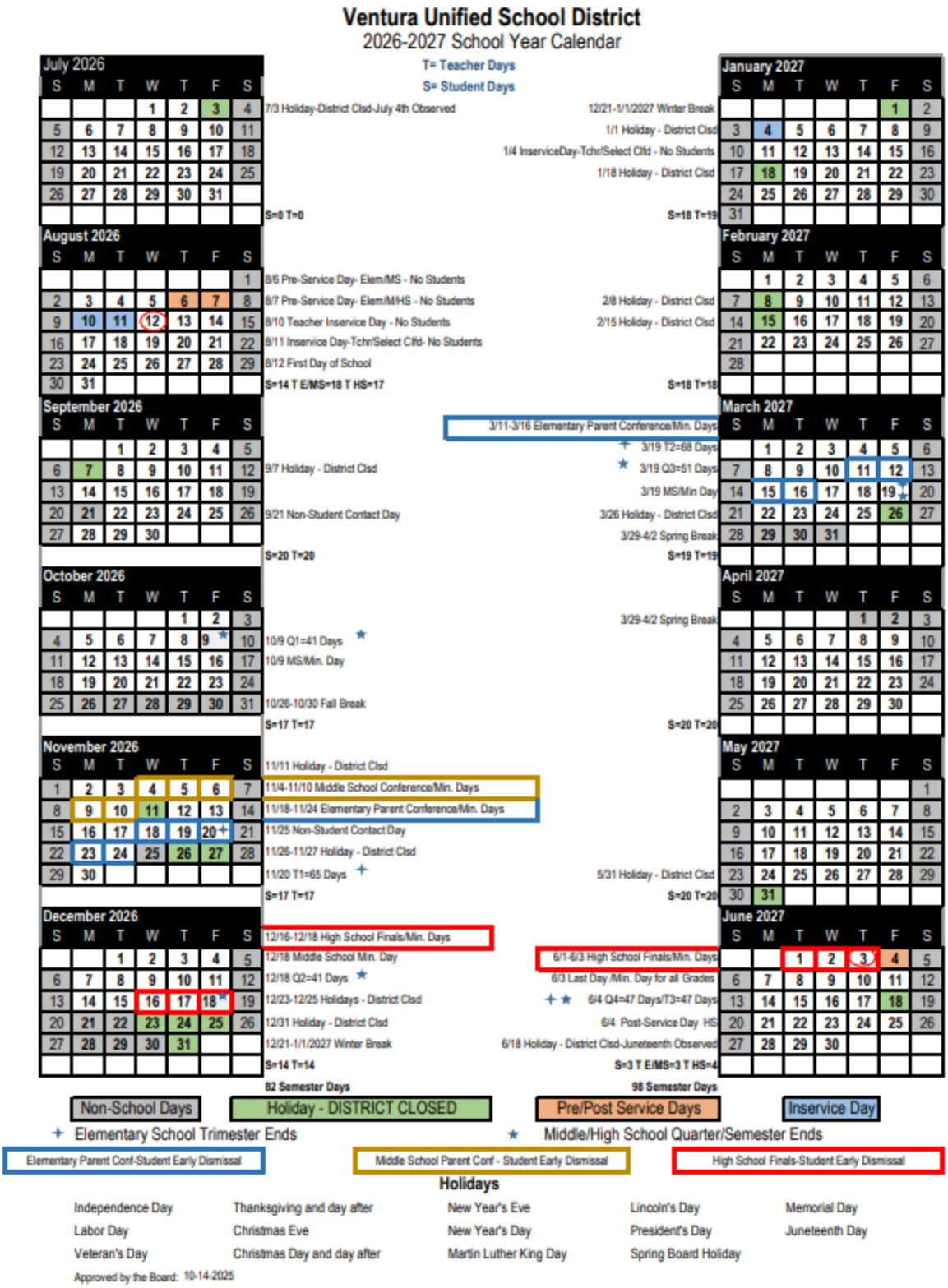
Administration			
Position	Name	Extension	Room
Principal	Hector Guerrero	1010 or 1001	Office

Counseling Staff			
Position	Name	Extension	Room
Counselor	Erika Gallardo	1002	Office
Counselor	Greg Jordan	1005	Office

Support Staff			
Position	Name	Extension	Room
Office Manager	Tera Shrum	1010	Office
Records and Attendance	Dawn Morda	1001	Office
Custodian	Angie Estavillo	1001, 1010	Office
Nurse	Bridget Dunning	1006	Office
Health Technician	Mary Smith	1006	Office

Teaching Staff			
Position	Name	Extension	Room
Teacher	Giselle Alvarez	2238	8
Teacher	Heather Burris	2228	8
Teacher	Heather Ferris	2227	3
Teacher	Rosalyn Gaeta	2223	3
Teacher	Josh Meehan	2203	3
Teacher	Racquel Rodarte	2205	5
Teacher	Kristie Steinlicht	2225	5
Teacher	Engineering Room	2222	2

El Camino students must follow 2 academic calendars (1) VUSD (2) VCCCD. Students must attend scheduled Dual Enrollment/CCAP College classes on days when VUSD is not in session, but the college is.



VCCCD 2026-2027 Instructional Calendar

SUMMER 2026

Moorpark College
May 26: 4-Week, 6-Week, and 10-Week Sessions
June 8: 4-Week and 8-Week Sessions
June 15: 4-Week Session
July 6: 4-Week Session

Oxnard College
May 26: 4-Week, 6-Week, and 10-Week Sessions
June 8: 4-Week and 8-Week Sessions
June 15: 4-Week Session
July 6: 4-Week Session

Ventura College
May 26: 4-Week, 6-Week
June 8: 8-Week Session
June 22: 4-Week and 6-Week Sessions
July 6: 4-Week Session

	U	M	T	W	R	F	S	
May							16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	1
Jun.		1	2	3	4	5	6	2
	7	8	9	10	11	12	13	3
	14	15	16	17	18	19	20	4
	21	22	23	24	25	26	27	5
	28	29	30					
Jul.				1	2	3	4	6
	5	6	7	8	9	10	11	7
	12	13	14	15	16	17	18	8
	19	20	21	22	23	24	25	9
	26	27	28	29	30	31		
Aug.							1	10
	2	3	4	5	6	7		

	Summer 2026	Fall 2026: 88 Days	Spring 2027: 87 Days
First Day of Instruction	5/26	8/10	1/11
Saturday First Day of Instruction	5/30	8/8	1/16
Instructional Days (Includes Finals)	47	84	84
Saturday Instructional Days	9	16	16
Mandatory Flex Days		8/7	
Self Assigned Flex Days		8/5, 8/6, 10/6	1/8, 2/2, 3/11
Spring Break			3/22-3/26
Holidays	5/25, 6/19, 7/3	9/7, 11/11, 11/26, 11/27	1/18, 2/12, 2/15, 3/31
Final Exam Week		12/4-12/10	5/17-5/21
Saturday No Instruction	7/4	9/5, 11/28	2/13, 3/27
Last Day of Instruction / Final Exam	7/31	12/10	5/21
Saturday Last Day of Instruction	8/1	12/5	5/15

Fall 2026

MONTH	WEEK	U	M	T	W	R	F	S
								1
August		2	3	4	5	6	7	8
	1	9	10	11	12	13	14	15
	2	16	17	18	19	20	21	22
	3	23	24	25	26	27	28	29
September	4	30	31	1	2	3	4	5
	5	6	7	8	9	10	11	12
	6	13	14	15	16	17	18	19
	7	20	21	22	23	24	25	26
	8	27	28	29	30	1	2	3
October	9	4	5	6	7	8	9	10
	10	11	12	13	14	15	16	17
	11	18	19	20	21	22	23	24
	12	25	26	27	28	29	30	31
November	13	1	2	3	4	5	6	7
	14	8	9	10	11	12	13	14
	15	15	16	17	18	19	20	21
	16	22	23	24	25	26	27	28
December	17	29	30	1	2	3	4	5
	18	6	7	8	9	10	11	12

Spring 2027

MONTH	WEEK	U	M	T	W	R	F	S
							1	2
January		3	4	5	6	7	8	9
	1	10	11	12	13	14	15	16
	2	17	18	19	20	21	22	23
	3	24	25	26	27	28	29	30
February	4	31	1	2	3	4	5	6
	5	7	8	9	10	11	12	13
	6	14	15	16	17	18	19	20
	7	21	22	23	24	25	26	27
March	8	28	1	2	3	4	5	6
	9	7	8	9	10	11	12	13
	10	14	15	16	17	18	19	20
		21	22	23	24	25	26	27
April	11	28	29	30	31	1	2	3
	12	4	5	6	7	8	9	10
	13	11	12	13	14	15	16	17
	14	18	19	20	21	22	23	24
	15	25	26	27	28	29	30	1
May	16	2	3	4	5	6	7	8
	17	9	10	11	12	13	14	15
	18	16	17	18	19	20	21	22

ECHS Attendance

Attendance Hours

- Are generated by work completion not by physical attendance at school. Students must complete assigned work to earn attendance hours.
- A minimum of 20 work hours per week are required for attendance.

Testing / Awarding Credit

- All tests must be passed with 70% or better.
- If students fail a test, they must remediate that section before they will be allowed to move on or test again.
- Credit is awarded when a student demonstrates mastery (test scores, project, essay, etc.)

Students are Considered Truant if:

- Appointment with teacher is missed
- All assigned coursework is not completed by due date
- Tests are not passed with a minimum of 70%.
- Minimum requirements are not met.

Truancy letters are generated by any of the following:

- Assigned work is not completed or is incomplete
- Failure to pass tests with a 70% or higher
- Missing assignment or course deadlines
- Missed classroom appointment.
- Minimum requirements not met

Health Services

The ECHS Health Office staff includes a credentialed School Nurse and a Health Technician that is trained in CPR and First Aid.

The School Nurse is assigned to several school sites and is at ECHS twice monthly. The Health Technician is in the health office for 1.5 hours daily. The health staff looks forward to working with the students, families, and staff to provide a safe and healthy school environment.

District policy requires that every student have a parent signed Emergency Card on file. This card must be completed at the beginning of each school year. Only those adults listed on the Emergency Card may pick up their student.

Students may not carry medicine, including over the counter medicine, with them while at school without the "Authorization for Medication" form signed by a doctor and a properly labeled medication bottle. This includes inhalers and epi-pens. The office has the required forms. The School Nurse will review safety procedures with students that need to carry medications. The rest of the medications will be kept in a locked cabinet.

California State law requires that an up-to-date Immunization Record be on file. Students without completed Immunization Records, or medical exemption, on file may not attend class. Please feel free to contact the Health Office at 805- 289-7955 x1006 with any questions, or health concerns.

Safe Place to Learn Act

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identify, or gender expression or association with a person or group with one or more of these actual or perceived characteristics. *EC §234 & EC §234.1 *For complete information, please refer to Annual Notice of Parents' Rights and Responsibilities.

School Discipline Policies

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline. EC §35291, VUSD Board Policy 5144 & Administrative Regulation 5144

Academic Honesty

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

The Superintendent or designee may establish a committee comprised of students, parents/guardians, staff, administrators and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

BP 5131.9: Academic Honesty

Bullying / Harassment

All reported bullying / harassment must be investigated thoroughly. Students may report suspected bullying on campus by completing a "Statement /Incident / Investigation Reporting Form." This form is available from the counselors or from the principal. Report all suspected/reported acts of bullying to the principal or a counselor. This includes sexual harassment, harassment or cyber bullying.

Bullying Prevention – Board Policy 5131.2

The Governing Board affirms the right of every student to attend a school that is safe and secure. All persons are to be treated with dignity and respect; therefore, the district, schools, students, parents/guardians and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality.

To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to address incidents of bullying and harassment when they occur. These policies and procedures must be disseminated annually to staff, students, and parents/guardians.

The district will not tolerate bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the district's jurisdiction whether directed at an individual or group. This includes but is not limited to bullying or harassment based on race, color, creed, national origin, ethnicity, gender, gender identity, gender expression, language, perceived or actual sexual orientation, physical or mental disability, political or religious ideology, physical appearance, or economic status, or association with a person or group

with one or more of these actual or perceived characteristics. This policy applies to all acts while on school grounds, at a school sponsored-activity, while traveling to and from school, on a school bus, during any activity related to school attendance.

Definitions:
Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation-while on school grounds, at a school sponsored-activity, while traveling to and from school, on a school bus, during any activity related to school attendance - that typically has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil, as defined, in fear or harm to that pupil's or those pupil's person or property, causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
The electronic act is defined as the transmission of a communication, including, but necessarily limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not necessarily limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image, a post on a social network or internet web site including, but not limited to:
   a. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed above
   b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
   c. Creating a false profile for the purpose of having one or more of the effects listed above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

Reasonable Pupil is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs. (Education Code 48900(r))

The Board recognizes that some acts of bullying may be isolated and/or unintentional incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may indicate a larger pattern of bullying that requires a response either at the classroom, school site, or district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from behavioral intervention and education up to and including suspension or expulsion.

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

In addition to the grounds specified in Education Code sections 48900, sections 48900.2, 48900.3, and 48900.4 provide additional authority to discipline a pupil in any of grades 4¬†to 12, inclusive for conduct that amounts

to bullying. (Education Code 48900, 48900.2, 48900.3 and 48900.4)

Reporting Violations of this Policy

The principal or principal's designee at each school shall be responsible for receiving complaints alleging violations of this policy. All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of bullying or harassing behavior, to immediately intervene, call for assistance, and report such incidents. The Board requires that staff follow district and school procedures for reporting alleged acts of bullying.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each school or at the district office. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Prompt and reasonable investigation of alleged acts of bullying is expected.

(cf. 5145.7 Harassment Grievance Procedure)

Students are expected to report all incidents of bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a victim of such behavior should immediately contact a teacher, counselor, principal, or staff person. If the student who was bullied believes the situation has not been remedied, she/he may file a complaint in accordance with district procedures. Students are to be informed annually of the process by which they may report bullying or harassment.

Retaliation against a student because the student has filed a bullying complaint or assisted or participated in a bullying or harassment investigation or proceeding is also prohibited.

Students who knowingly file false bullying or harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy. Confidentiality- An allegation of bullying and the results of the investigation shall be kept confidential to the extent reasonably possible. SSS-08/2012

Ventura Unified School District Policy on Bullying

Every student is entitled to a safe school environment free from bullying.

The District's Policy on Bullying (Board Policy 5131.2 and Administrative Regulation 5131.2) can be accessed on the District's website at www.venturausd.org. Copies of the policy are also available at the school office.

1. The District prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code §422.55 and Education Code§220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code §48900 (r).
2. Students who violate the District's policies on bullying may be subject to discipline, including suspension and/or expulsion.

3. School personnel must immediately intervene if they witness or become aware of bullying, provided it is safe to do so.
4. Acts of bullying should be brought to the attention of the principal or the District's Assistant Superintendent, Certificated Human Resources, 641-5000 ext.1151.
5. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report.
6. An allegation of bullying and the results of the investigation shall be kept confidential to the extent reasonably possible.
7. The complainants are protected from retaliation and the identity of a complainant alleging bullying remains confidential to the extent reasonably possible.
8. Any bullying complaint not satisfactorily resolved, may be filed as a formal complaint to the District's Assistant Superintendent, Certificated Human Resources, 641-5000 ext.1151.

Sexual Harassment Policy

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at student by anyone. The Board also prohibits retaliatory behavior or action against any persons, who reports, files a complaint or testifies about, or otherwise supports a complaint in alleging sexual harassment. The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation. EC §231.5, EC §48980(g) VUSD Board Policy 5145.7 & VUSD Administrative Regulation 5145.7 *For complete information, please refer to Annual Notice of Parents' Rights and Responsibilities.

Search and Seizure

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. Therefore, as necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirement of the district's policy and administrative regulation and other legal issues, as appropriate.

Individual Searches

School officials may search individual students, their property and district property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student 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 not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

Use of Drug/Contraband Detection Dogs

In an effort to keep the school site free of illegal contraband, the district may utilize the services of non-aggressive, trained detection dogs to sniff out and alert to substances prohibited by law or district policy. These inspections will be unannounced and will be made at the discretion of the Superintendent, site principal or administrative designee.

Unless there exists an objectively reasonable suspicion that a student possesses contraband, the dog will not be allowed to sniff the person of a student while on district property or at any district sponsored event, nor shall there be a search of any personal items on that student, absent consent. The dogs will not be used in classrooms or other district facilities when those areas are occupied by students. No student shall be forced to leave personal items behind for search without reasonable suspicion that a person possesses contraband. The dogs will be used to sniff lockers, classrooms, common areas, desks, bags, and other personal items voluntarily left in rooms or other common areas, and containers or vehicles that are on district property or adjacent property.

Parents and guardians of district students shall be annually notified of the district's use of drug/contraband detection dogs in the same manner as other notification required by Education Code section 48980. In addition, a letter will be sent to all affected student's parent/guardian informing them of the use of drug/contraband detection dogs.

Suspension and Expulsion

The Ventura Unified School District may suspend students from school and/or recommend transfer to another school or alternative school or recommend expulsion. A pupil shall not be suspended from school or recommended for expulsion unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions EC §48900, VUSD Board Policy 5144.1 & Administrative Regulation 5144.1

Student Responsibilities

Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others in authority; observe good order and propriety of

deportment; be diligent in study; respectful to his/her teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language. *CCR Title 5 §300 & EC §48900

Cell Phone/ Electronic Devices of Any Kind

Cell phones may be used outside of the classroom during breaks or in the classroom if approved by teacher for educational purposes. Other electronics are prohibited unless approved by the office staff or teacher. A teacher, staff member or administrator may confiscate any electronic device that is being used inappropriately. Infractions of this rule will result in confiscation of your electronic device/s. They will be returned to you after school on the first two offenses and to your parents only on succeeding offenses. ECHS is NOT responsible for phones or electronic devices that are lost or stolen.

Dress Code & Grooming

General - The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Dress Code:

The following guidelines shall apply at school and at school related events.

- Shoes must be worn at all times.
- Clothing, accessories and personal items (including backpacks and binders) shall be free from inappropriate writing, pictures or any other insignia that makes references to drugs, sex, alcohol, tobacco products, violence, weapons, vulgarity, nudity, racial supremacy or other antisocial behavior.
- Hats, caps and other head coverings, including scarves should not be worn in the classroom per staff directives. Faith based or health related head coverings are exempt. Gloves are not to be worn indoors.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the –shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
- Hair shall be clean and neatly groomed.
- NO sagging pants or underwear showing. Pants are to be worn at the waist.

I.D. Cards

Once available each student must have an ID card in his/her possession while on campus and while attending school functions. The first ID card is provided free of charge and can be obtained on picture day. It is each student's responsibility to make sure to have the ID. picture taken. No replacement ID cards will be provided.

Parking, Bicycles, Skateboards, Scooters and City Buses

Students that drive an automobile to school will need to either park on Day Road (free) or purchase a parking permit (either daily or long term) from Ventura College. ECHS does not have a designated student parking lot.

Bicycles and scooters must be kept in the designated bike rack. Skateboards may be taken to the classroom and stowed as the teacher directs. Helmets must be worn. Bicycles, skateboards and scooters may not be ridden on the campus.

Students may ride the city bus for free with the purchase of a student ID from Ventura College. District busing is not provided for students attending ECHS.

School Dance Expectations

To qualify to attend a dance, the student must have a 2.0 GPA at the previous reporting period, have no obligations, and must have no behavior referrals in the quarter of or preceding the dance. Students are expected to follow school rules, refrain from alcohol or other drug use and remain at the event. Students who choose to leave the event will not be permitted to return.

Dance Dress Code

The established dress code for students will be in effect during school-sponsored dances. Students who are dressed inappropriately will be asked to change into appropriate clothing. If any student refuses to change into appropriate clothing, they may be asked to leave the dance, their parents/guardians may be contacted, and arrangements will be made for them to go home.

Student Use of The Internet Agreement

One of the adopted goals of the Ventura Unified School District is to assist in advancing the use of technology to enhance student learning. All Ventura Unified School District students and their parents/guardians shall sign the Student Use of the Internet Agreement prior to using district technological resources. The Ventura Unified School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet. Students shall take responsibility not to intentionally access inappropriate or harmful matter while using District technology. In supervised classroom settings, students may participate in online activities aligned with adopted goals. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability. The Student Use of the Internet Agreement may be obtained from the district website at www.venturausd.org or at any district school site. VUSD Board Policy 6163.4 & Administrative Regulation 6163.4 *For complete information, please refer to Annual Notice of Parents' Rights and Responsibilities.

Textbooks, Instructional Materials, Other School Property

Students check out textbooks from their teacher. Students will fill out a textbook form. If a student loses / damages school materials, parents will be notified that an obligation is due for replacement of the lost or damaged textbook, materials or other school property.

Tobacco Products, Alcohol, Drug Use and Drug Paraphernalia

The State of California has a No Tobacco products policy on public school campuses. This includes student parking lots, stadiums, gyms, auditoriums, grass, and sidewalk areas. Also, students and visitors are not allowed to use tobacco products at any school-sponsored activities.

Substance use and abuse on campus is strictly prohibited as is being under the influence while on campus. Drug paraphernalia is not allowed on campus. Students that violate this policy by using, selling or being under the influence will be subject to disciplinary action which may include suspension, expulsion and or criminal investigation.

Work Permits

Work Permit Applications can be downloaded here or picked up in the office. Work Permits are processed through the office manager in the ECHS office. By California State Law, any student(s) under age 18 must have a work permit. The student must already have secured a job before the Work Permit can be issued; and a separate Work Permit is required for each job. Work Permits require that the employer list their Workers' Compensation Insurance Co. (This is for the protection of the student.)

Students must have at least a 2.0 GPA, no recent D's or F's, and maintain regular school attendance to obtain a Work Permit. Work Permits may be revoked for failure to comply with attendance regulations or classroom/academic/labor law standards. (Labor Laws Reference: www.dir.ca.gov) Students should not work more than 20 hours per week unless enrolled in a Work Experience class.

Multi-Site Enrollment

ECHS students may participate in academic, music, sports, drama and other classes at their boundary school as space allows. This is limited to one class and is open to VUSD students. Parents must complete the steps on the ECHSmultisite form, which is available via this link or in the office. **Students may not drop a multi-site class after 60 days of the term has passed.**

Earning Graduation Credit

Credit toward graduation is given for all subjects taken in the 9th, 10th, 11th, and 12th grade except those courses repeated to raise the academic grade. Students will earn five units of credit for each semester course completed with the grade of "A", "B", "C", or "D." An "F" or "W" grade receives no credit towards graduation. Special courses, under special circumstances may be offered as "pass/fail" and credits earned apply toward graduation.

High School Graduation Requirements

High School Subject Area	Course Requirements for High School Graduation	Credits Required
English Language Arts	Four years	40
Mathematics	Three years including the equivalent of Algebra 1 / Math 1	30
Science	Two years, including biological and physical sciences	20
History - Social Science	Four courses (three years) including ● United States history and Geography ● World history, Culture, and Geography ● American Government/Civics (one-semester) ● Economics (one-semester)	30
Arts (CTE, Fine Art, or World Language)	Two years	20
College and Career Seminar	One-semester course	5
Health	One-semester course	5
Physical Education	Two years	20
Non-departmental/Electives	Six year-long courses or a combination of year-long and semester courses	60
Total Credits		230

College and Career Preparation

ECHS provides career education to all students throughout the year. Students explore careers, educational opportunities, jobs, armed services, colleges, applications, scholarships and testing opportunities. The Naviance program as well as the Internet and catalogs are available.

Planning for University/College Admission

University of California (UC)/California State University (CSU) Minimum Entrance Requirements ("a-g" subject requirements) Students interested in entering the University of California as a freshman must satisfy these requirements:

- Complete a minimum of 15 college-preparatory courses (a-g courses below), with at least 11 finished prior to the beginning of your senior year.
- Earn a minimum weighted grade point average (GPA) of 3.0 in the a-g courses with no grade lower than a C or complete various acceptable exams with a certain score or college courses that satisfy the course requirement
- Students interested in entering the California State University (CSU) as a freshman must satisfy these requirements:

- Have graduated or will have graduated from high school by the time of CSU admission
- Meet the eligibility index with your grade point average and test scores (see formula on website)
- Have or will have completed with a grade of C or better a pattern of courses that total 15 units (a "unit" is one year of study in high school).

For more information access the UC or CSU websites:

- UC
- CSU

** It is recommended that all high school students follow the "a-g" requirements when selecting classes.
** The final responsibility for meeting college admission rests with the student and his/her parents(s)/guardian(s).

A-G Requirements

Subjects	University of California	California State University	Private Colleges
(a) History/Social Science	2 years of history/social science required including: ● 1 year of World History and ● 1 year of U.S. History OR ½ year of U.S. History and ½ year of American government	Same as UC	Check with individual schools. Many follow UC requirements.
(b) English	4 years of college-preparatory English that include frequent writing, from brainstorming to final paper, as well as reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement.	Same as UC	Check with individual schools. Many follow UC requirements.
Mathematics	3 years of college preparatory mathematics required that include or integrate the topics covered in elementary and advanced algebra and two and three- dimensional geometry: (4 years recommended) ● Math 1/Algebra 1 or 1 semester of VC Elementary Algebra ● Math 2 /Geometry or one semester of VC Geometry. ● Math 3 / Algebra 2 or 1 semester of VC Intermediate Algebra. ● Higher Math	Same as UC	Check with individual schools. Many follow UC requirements.
(d) Laboratory Science	2 years of college-preparatory science, including or integrating topics that provide fundamental knowledge in two of these three subjects: biology, chemistry, or physics. One year of approved interdisciplinary or earth and space sciences coursework can meet one year of the requirement. Computer Science, Engineering, Applied Science courses can be used in area D as an additional science (i.e., third year and beyond).s: (3 years recommended)	Same as UC	Check with individual schools. Many follow UC requirements.

	*One semester of approved science at VC = full year of high school science.		
(e) Language Other than English	2 years, or equivalent to the 2nd level of high school instruction, of the same language other than English are required.e (3 years/3rd level of high school instruction recommended) ** The first semester of VC world language = first 2 years of high school language.	Same as UC	Check with individual schools. Many follow UC requirements.
(f) Visual and Performing Arts	1 year chosen from dance, music, theater,visual arts, or interdisciplinary arts–or 2 one-semester courses from the same discipline.. *one semester of approved VC equivalent = full year of high school course.	Same as UC	Check with individual schools. Many follow UC requirements.
(g) College Preparatory Electives	1 year (two semesters) chosen from courses specific to the elective (G) subject area or courses beyond those used to satisfy the requirements of the A-F subjects. Two or more years are recommended. *Approved VC coursework can be used.	Same as UC	Check with individual schools. Many follow UC requirements.
Testing Required.	. UC will not consider SAT or ACT test scores when making admissions decisions or awarding scholarships. If you choose to submit test scores as part of your application, they may be used as an alternative method of fulfilling minimum requirements for eligibility or for course placement after you enroll. A.P. & Honors courses are recommended. *Transferable VC classes are weighted as Honors or AP courses.	CSU no longer uses ACT or SAT examinations in determining admission eligibility for all CSU campuses. If accepted to a CSU campus, ACT or SAT test scores can be used as one of the measures to place students in the proper mathematics and written communication courses. A.P. & Honors courses are recommended. *Transferable VC classes are weighted as Honors or AP courses.	SAT Reasoning or ACT with writing. may be required or recommended by the college you are applying to. Check with individual schools. A.P. & Honors courses are recommended. *Transferable VC classes may be weighted as Honors or AP courses.

El Camino and the Middle College Experience

The El Camino High School offers a unique Middle College experience. All ECHS students are required to enroll in at least one academic course each semester through Dual Enrollment.

Cost and Fees

ECHS students do not pay tuition! However, they are responsible for student fees each semester (approximately $45). These fees provide access to:

- Tutoring for any Ventura College (VC) course
- Health care services through the VC Health Center
- The VC Media Center
- Counseling and career center services and facilities

All students are responsible for obtaining all required textbooks and materials for their Dual Enrollment courses. As an alternative to purchasing, students may have the option to rent certain textbooks online through various vendors or borrow a copy from the VC library, subject to availability.

Course Availability
ECHS students have access to all college courses, including career technical education courses, with the exception of the nursing and EMT programs. However, students can complete prerequisites for these programs while still in high school.

Early Registration and Flexible Options
ECHS students benefit from early registration, allowing them to enroll in classes one week before traditional high school students. Courses are available at Ventura, Moorpark, or Oxnard Colleges, providing flexible options for a broad range of academic and career interests.

Community College Dual Enrollment

Dual enrollment is the term used for college classes taken by K-12 students in addition to their K-12 courses. Registration for dual enrollment college courses must be approved via ECHS counselor advisement sessions and require digital signatures from the counselor and parent. Students may take up to 11 units at community college as long as they can keep up with their ECHS courses. Freshman students will have some limitations in accessing dual enrollment courses in order to complete 9th-grade graduation requirements and build skills to succeed in college classes.. Students that are not keeping up with their ECHS coursework will also be given restrictions for the amount of dual enrollment coursework allowed. Students can work with their counselor to develop an individualized 4-year graduation plan with options listed on one of the three ECHS 4-year plan templates, which can be accessed here or via the Schoolwide Google Classroom..

ECHS A-G Plan Add links
ECHS CalGETC Plan "
ECHS STEM Plan "

VUSD Complaint Procedures

Guided by our Vision, Mission and Governing Principles, we desire to provide an exemplary educational experience for all of our students. If the community we serve ever notices we are falling short of the high standards we have set for ourselves, we welcome your input.

As you consider the nature of your complaint, we always recommend you seek resolution at the lowest possible level before proceeding through the formal complaint procedures. That said, we understand there are times when the situation may warrant the use of appropriate complaint forms and documents. To assist you, we have provided access to the forms below.

Parent Complaint Process Steps
Complaint Form Links, Administrative Regulations and Board Policies for the following types of complaints can be found on the Ventura USD webpage.

- **Complaints Against School District Personnel**
- **Uniform Complaint**
- **VUSD Complaint Form**

- **Williams Complaint**