

El Camino High School

Handbook



5450 Snyder Lane
Rohnert Park, CA 94928
707-792-4771

WEBSITE

Introduction

This handbook outlines the day-to-day policies and procedures of El Camino High School. The information contained in this handbook is vital to help students succeed. Because this handbook is so important to students' success, El Camino requires that all students and their parents or guardians read through this handbook and become familiar with its contents. The handbook will be reviewed during student meetings and during various parent meetings, and any additional questions can be answered throughout the subsequent sections of this handbook or by contacting El Camino Staff.

What is El Camino High School?

El Camino High School is a continuation high school to help student recover credits to earn California high school diploma. It combines online education with the direct instruction. This blended model of education is ideally adapted to the needs of high school students. The main goal of the El Camino Team is to build basic skills in the area(s) of mathematics, reading/writing in order to strengthen individual student's academic weaknesses and make positive gains. El Camino has a specific pedagogical design to meet the needs of many types of learners and a supervisory model designed to meet both students' developmental needs for support and at the same time nurturing their growing independence.

El Camino High School Values

Each student should be helped to reach his/her highest potential for intellectual, emotional and physical growth. To achieve this, the home and school must work together by recognizing and agreeing upon the responsibilities of each party in the learning process.

As a student, I will be Empowered, Loyal, Committed, and Organized. (EL CO)

- Empowered
 - Takes ownership for personal choices
 - Reflects daily
 - Embraces adulthood
- Loyal
 - Loyal to yourself and others
 - True to yourself and others
 - Respects and protects the rights of others
- Committed
 - Dedicated to achievement
 - Displays resilience
 - Seeks inner strength through personal courage

- Organized
 - Displays enthusiasm on a regular basis
 - Motivated by hard work
 - Careful planning and hard work keep you on your path

El Camino Staff

El Camino is composed of skilled, dedicated, and motivated educators. All El Camino teachers are California state certified teachers. As a team, El Camino members work to empower students to flourish by providing effective and data-driven instruction to support students and parents.

Title	Staff Name	Responsibilities
Principal	Angela Scardina	Liaison between the school and the Board of Trustees. Manages student attendance and disciplinary issues. Guides students and families and is dedicated to the success of everyone throughout the school year.
District Office		Oversees all academics and operation. Supports teachers and assistants with training and professional development. Supports students with academic needs.
El Camino Team		Manages student graduation plans. Case management of El Camino students.
Teacher	Mark Stratos Denise Tranfaglia	Manages academic program(s) in the area of the assigned subject matter. Classroom instruction and management.
Instructional Assistant	Rocio Lopez	Tutor and assist students individually or in small groups in order to help those master assignments and to reinforce learning concepts presented by teachers.
Mentor	Brooke Finley	Provides the opportunity for students to develop the leadership, career, and social skills that they need to graduate high school college-ready and succeed in college.

TEAM EL CAMINO

Angela Scardina (Principal)
Angela_Scardina@crpusd.org

707-695-8281 (cell)

707-792-4771 (office)

Mark Stratos (Teacher)
Mark_Stratos@crpusd.org

707-696-0426

Denise Tranfaglia (Teacher)
Denise_Tranfaglia@crpusd.org

Rocio Lopez (Instructional Aide)
Rocio_Lopez@crpusd.org

707-338-2300

Programs and Services

We understand and respond to the challenges presented by today's diverse student population. El Camino High School provide a variety of programs and services to help students achieve success in school and aligns work with our mission to support the academic achievement of all students as they prepare for the ever-changing world of the twenty-first century.

El Camino High School provides:

- Dedicated mentor
- Individual counseling
- Consultation/collaboration

We also work closely with students to prepare them for their future. Students will determine their post-secondary education plans and we monitor credits earned after each semester to ensure they are adequately progressing. Students receive various types of support:

- Post-secondary education plans for students
- Credit recovery options for students
- Application processes for selective enrollment schools and colleges
- Letters of recommendation for students

Advisory

El Camino Staff works with students to pass coursework and stay on track with goals and career plans. The El Camino High School program consists of:

- Monitoring Credit Recovery Plans to help students stay on track
- Understanding personal learning styles and using this information to enhance self-advocacy
- Providing support for any academic needs
- Character Development
- Assisting students with postsecondary goals

Parent Program

Learning at El Camino High School is an exciting, cutting-edge type of education. To help parents be more supportive; El Camino will provide information and guidance. Parents can participate in the offerings below:

- School Site Council/Title One Involvement
- Parent/Teacher/Student Meetings
- Observation / Shadow Sessions
- Monthly Check ins with Principal
- Friday Enrichment events

All Parents are encouraged to take advantage of these program offerings, as these program offerings have been specially designed with the success of each parent in mind.

Monitor Student Progress

El Camino functions as a successful program only if there is a partnership between the student, parent, and teacher. Without an active parent, students will be challenged to find success in this program, for our program is designed to be a partnership between families and teachers. Parents are required to ensure students are completing their coursework as assigned by their content teachers and making sure students ask for help when it is needed. Parents should check their students' progress daily, where parents can find definitive answers to the question, "How is my child doing in school?" It is extremely important students have an active parent who is involved in tracking their academic progress while working with their teacher(s).

El Camino Curriculum Materials & Computer Hardware

El Camino provides materials, computer, printer, books and other curricular supplies. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen or damaged school property.

Student Internet-Use Provision

In order to access online curriculum at El Camino, students must access the Internet, but such access must be used in a responsible, safe, efficient, ethical and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, El Camino believes that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. El Camino especially appreciates partnering with El Camino parents to teach responsible internet use.

Student Acceptable Use Policy

- Always use a computer in a way that shows consideration and respect of others.
- Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening or disrespectful language.
- El Camino High School takes the integrity and authenticity of its students' work very seriously. Students must not cut, copy or plagiarize Internet content or the work of their classmates.
- Email is not private. Students should not say anything via email that they would not mind seeing on a school bulletin board or in the local newspaper.
- Students shall not post personal information on the Internet or other web sites about themselves or other people. "Personal contact information" includes addresses, telephone numbers, school address, work address, pictures or video bites or clips.
- Students shall not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another individual's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing," "snooping," or "electronic discovery."
- Students shall not deliberately disrupt or harm hardware or systems, interfere with computer or network performance, interfere with another's ability to use equipment and systems, or destroy data.
- Students shall not use El Camino equipment to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of other individuals, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property, etc.
- Students shall not use El Camino equipment to solicit information with the intent of using such information to cause personal harm or bodily harm to others.
- Students shall not post information that could endanger an individual, cause personal damage or a danger of service disruption.

- Students shall not knowingly or recklessly post false or defamatory information about a person or organization.
- Students shall not engage in personal attacks, including prejudicial or discriminatory attacks. Students may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- Students shall not engage in “cyberbullying.” Cyberbullying means the use of information and communication technology to bully, embarrass, threaten or harass other students or El Camino staff members by way of sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of: (a) physically, emotionally or mentally harming a student or El Camino staff member; (b) placing a student in reasonable fear of physical, emotional or mental harm; (c) placing a student or El Camino staff member in reasonable fear of damage to or loss of personal property; or (d) creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

Cell Phone Use, Headphones and Music

The use of cell phones and other electronic devices in class during school hours is prohibited except during non-instructional periods. Students are required to have their cell phone and other electronic devices off during class time and they must remain in a student’s pocket, backpack, or bag. A staff member will confiscate the cell phone of a student who violates this policy. *When talking to a staff member, it is the norm of the community to remove headphones/earbuds. This shows professionalism and is expected from students.*

If a student refuses to turn the cell phone over to a staff member, the program administrator will collect the cell phone and only return it to a parent/guardian. Students bring cell phones and electronic gear to school at their own risk. The school is not responsible for lost, stolen or damaged electronic devices.

Attendance

Regular attendance is critical to student success. Students are expected to be in school every day and to be present in each class or activity on-time.

Cheating/Plagiarism

El Camino considers cheating and plagiarism of any kind a serious offense. Cheating includes copying another student's assignment, allowing someone else to copy your assignment, or cheating within an online course. Plagiarism is to use and pass off the ideas or writings of another as one's own.

Individual Learning Plan (ILP)

Every student will work with the El Camino staff to create an ILP that will outline a personalized path of courses to take in order to successfully graduate high school. This plan will be referenced frequently throughout each student's school career but may require modifications along the way to align with students' goals.

2022-2023 El Camino Bell Schedule

	Breakfast	1st period (55)	2nd period (55)	3rd period (55)	4th period (60)
Monday	8:15-8:30	8:30 - 9:25	9:30 - 10:25	10:30 - 11:25	11:30 -12:25
Tuesday	8:15-8:30	8:30 - 9:25	9:30 - 10:25	10:30 - 11:25	11:30 -12:25
Wednesday	8:15-8:30	8:30 - 9:25	9:30 - 10:25	10:30 - 11:25	11:30 -12:25
Thursday	8:15-8:30	8:30 - 9:25	9:30 - 10:25	10:30 - 11:25	11:30 -12:25
Friday	8:15-8:30	8:30 - 9:25	9:30 - 10:25	10:30 - 11:25	

El Camino Student-Teacher-Parent Contract

Each student should be helped to reach his/her highest potential for intellectual, emotional and physical growth. To achieve this, the home and school must work together by recognizing and agreeing upon the responsibilities of each party in the learning process.

As a student, I will be Empowered, Loyal, Committed, and Organized. (EL CO)

1. Empowered
 1. Takes ownership for personal choices
 2. Reflects daily
 3. Embraces adulthood
2. Loyal
 - a. Loyal to yourself and others
 - b. True to yourself and others
 - c. Respects and protects the rights of others
1. Committed
 - a. Dedicated to achievement
 - b. Displays resilience
 - c. Seeks inner strength through personal courage
1. Organized
 - a. Displays enthusiasm on a regular basis
 - b. Motivated by hard work
 - c. Careful planning and hard work keep you on your path
2. Agreement
 - a. Agrees with the El Camino Handbook and will follow all contents.

Student Signature: _____

Date: _____

As a teacher, I will be responsible for:

1. Providing instruction in a way that will motivate and encourage my students.
2. Providing a safe and positive atmosphere for learning.
3. Explaining assignments so that my students have a clear understanding.
4. Supplying clear evaluations of student progress to students and parents.

Teacher Signature: _____

Date _____

As a parent/guardian, I will be responsible for:

1. Providing a caring environment, to the best of my ability, including adequate food and rest, so my child is ready to learn.
2. Helping my child in any way possible to meet his/her responsibilities.
3. Providing a way to get to school.

Parent Signature: _____

Date _____

