Dear Parents/Guardian:

I am excited and thrilled to be writing you today. As you know, your child has come to the end of their high school career and they are about to embark upon the next journey of their lives. The education that they have earned here at ECHS is a wonderful foundation. We are very proud of their efforts and their success. We are looking forward to celebrating their success and hard work. I want to provide you with information about the graduation process and a schedule for the last two weeks of the school year. Please review the attached information and share it with your son or daughter. Included in this packet are the following items:

1. Schedule for Final Weeks of School
2. Information and Rules Regarding Graduation Ceremony
3. VIP Tickets

If you have any questions about the attached information, please contact me at 877-8806.

Sincerely yours,

Daniel Lunt
Principal
### Senior Schedule
Senior Finals, Graduation Practices and Ceremony 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 20 May</td>
<td>2:30</td>
<td>3:00</td>
<td>Cap &amp; Gown Distribution</td>
<td>Cafeteria</td>
</tr>
<tr>
<td>Wednesday, 22 May</td>
<td>2:45</td>
<td>3:00</td>
<td>Locker Clean Out</td>
<td>Academic Building</td>
</tr>
<tr>
<td>Thursday, 23 May</td>
<td>8:16</td>
<td>3:00</td>
<td>Senior Finals Only-Block Schedule</td>
<td>1(^{st}), 3(^{rd}) &amp; 5(^{th}) Period</td>
</tr>
<tr>
<td>Friday, 24 May</td>
<td>8:16</td>
<td>3:00</td>
<td>Senior Finals Only-Block Schedule</td>
<td>2(^{nd}), 4(^{th}) &amp; 6(^{th}) Period</td>
</tr>
<tr>
<td>Tuesday, 28 May</td>
<td>8:16</td>
<td>12:32</td>
<td>Graduation Practice 01 *</td>
<td>Large Gym/Field</td>
</tr>
<tr>
<td>Wednesday, 29 May</td>
<td>8:16</td>
<td>12:32</td>
<td>Graduation Practice 02 *</td>
<td>Large Gym / Field</td>
</tr>
<tr>
<td>Thursday, 30 May</td>
<td>8:16</td>
<td>8:50</td>
<td>Check in</td>
<td>Large Gym</td>
</tr>
<tr>
<td></td>
<td>9:00</td>
<td>10:00</td>
<td>Senior Breakfast</td>
<td>Cafeteria</td>
</tr>
<tr>
<td></td>
<td>10:00</td>
<td>12:32</td>
<td>Graduation Dress Rehearsal * Distribution of bids</td>
<td>Large Gym / Field</td>
</tr>
<tr>
<td>Friday, 31 May</td>
<td>11:30</td>
<td>12:50</td>
<td>Line up and Procession</td>
<td>Large Gym</td>
</tr>
<tr>
<td></td>
<td>1:00</td>
<td>2:30</td>
<td>Graduation Commencement</td>
<td>Field</td>
</tr>
<tr>
<td></td>
<td>2:30</td>
<td>END</td>
<td>Collect Diplomas</td>
<td>Small Gym</td>
</tr>
</tbody>
</table>
INFORMATION AND RULES REGARDING GRADUATION

1. **Admission to Graduation Exercises on Friday, May 31, 2019 1pm**
   Only those seniors who have fulfilled all of the graduation requirements will be allowed to participate in the commencement exercises.

   Participation in Friday’s afternoon commencement is voluntary. **Students must attend every graduation practice to participate in Friday's ceremony.**

   Bids are required for the admission of family and friends into the commencement ceremony. **Each graduate will receive four bids. The bids will be given to each senior at the dress rehearsal on Thursday, May 30. Lost bids cannot be replaced.**

2. **VIP Parking**
   VIP parking will be facilitated by Link Crew and will be available for $10. Enter at the intersection of Miller and Evergreen. This is the best parking you will find in the area (black top). [Map is here](#)

3. **Free Parking/Shuttle Service**
   We offer shuttle service from the school’s front parking lot to Colt Field. The parking and shuttle will be free. Since Colt Field gates open at 12pm, shuttle service will begin at 11:45am.

4. **Disabled Accommodations**
   Disabled individuals may be dropped off at the Crestwood entrance (North side of the Stadium) for easiest access to the ceremony. The front row of the Home and Visitor stands will be reserved for disabled individuals. [Map is here](#)

5. **Outstanding Bills**
   It will be the responsibility of each prospective graduate to pay all the money that is owed to the school before graduation practice begins in order to participate in commencement. **No personal checks can be accepted. We will accept cash, money orders, and cashier's checks.**
6. **Decorum**
El Camino High School takes a great deal of pride in presenting a traditional ceremony. We ask that all in attendance refrain from making unnecessary noise during the ceremony and especially when their child’s name is called. Applause is acceptable. No Balloons.

Any graduate who behaves in an unacceptable manner during the ceremony will be removed from the commencement. The student and parents will be required to meet with the assistant principal or principal the following Monday to discuss the behavior.

7. **Picture Taking**
Noise and the movements of parents and guests during the graduation ceremony detract from the solemnity of the ceremony. **PLEASE** refrain from leaving your seat to take photographs during the commencement exercises. Parents and friends may take photographs after the ceremony and make use of the stage for photos.

8. **Senior Check in/Attendance**
Thursday, May 30 – 8:16-8:50
ECHS, Large Gym

9. **Senior Breakfast**
Thursday, May 30 – 9:00-10:00
ECHS, Cafeteria

10. **Dress Rehearsal-No ticket required**
Thursday, May 30 – 10:00-12:32
ECHS, Colt Field

Tickets are not necessary for the dress rehearsal. Everyone is welcome. This is a special performance for those who wish to take pictures or do not have a ticket for the commencement on Friday afternoon.

CSF sashes will be presented at this time.

**Bids will be presented in place of diplomas. Each graduate will receive four bids. Lost bids cannot be replaced.**
11. **Dress Standards**
White shirts preferred, pale or pastel shirts allowed, dark ties, dark dress slacks, dark socks and polished dark shoes.

No heels of any type will be permitted on the field; students are only allowed to wear wedges, flats, or flat bottom shoes when on the field. Keep in mind you will be outside, please wear sunscreen.

A simple dress or skirt and blouse are preferred; dressy pant suit is acceptable. Jewelry, if any, should be modest.

Since caps are to be worn perfectly straight, simple hair styles will be necessary. Graduates will not be permitted to wear flowers or any added decoration such as sashes, buttons, leis, flags, etc. Violators will not be given their diplomas the day of graduation and will have to meet with the assistant principal or principal on the Monday following graduation.

12. **Infractions of School and District Rules and Regulations**
Any graduating senior who commits infractions of school rules and regulations during graduation activities will not be allowed to participate in the commencement exercises. Participating in the commencement is voluntary & a privilege; however, those who choose to participate will be expected to comply with the directions of the person in charge.

13. **Drinking/Use or Possession of a Controlled Substance**
To ensure the safety of our students, to prevent embarrassment to the parents and the school, and to maintain an appropriate atmosphere during our graduation, any graduate in possession of or under the influence of alcohol or any other controlled substance will not be allowed to participate in the commencement exercises. The parent(s) or guardian(s) and law enforcement will be contacted to escort the graduate home.

14. **Failure of Subjects**
Students who fail a subject required by State Law or District Policy will not be eligible to receive a diploma. All students must earn a minimum of 220 semester units to qualify for graduation and receive a diploma.
VIP TICKETS

On Wednesday, May 1, 2019 we will open up access to our VIP Graduation Ticket Sale Survey. All seniors will receive four free bids for the graduation. If you wish to purchase more bids you can do so through our VIP ticket program. VIP tickets are $50 each, with a maximum of four tickets per graduating senior. VIP seats are on the field as opposed to the general seating in the stands. The VIP tickets are optional and additional to the four free tickets each graduate receives. Colt field gates open at 12pm and all seating will be first come first serve.

VIP seating is on the field, near the graduates. This diagram approximates the setup: [https://goo.gl/0RX3Y1](https://goo.gl/0RX3Y1)

Like last year we’re holding an impartial raffle:

1) Complete the raffle form before midnight on Monday, May 6.
2) We will hold a raffle to select winners on Tuesday, May 7.
3) Winners will be notified by email on Tuesday, May 7.
4) Winners must submit payment by 4 p.m. on Friday, May 10.
5) The link to the survey is [https://docs.google.com/forms/d/e/1FAIpQLSeBckcGDNY1WcVgFuR79GcGl-HKxAm3GU3E0vMcZVqSMBVx6A/viewform?usp=sf_link](https://docs.google.com/forms/d/e/1FAIpQLSeBckcGDNY1WcVgFuR79GcGl-HKxAm3GU3E0vMcZVqSMBVx6A/viewform?usp=sf_link)

Raffle Details: We will use a random number generator to select the first winner, and record the number of tickets requested. We will select a second winner, and add the number of tickets requested to the total. We will continue this process until all 60 tickets have been awarded. If the final winner has a ticket request that puts the total over 60, we will award the additional tickets. Therefore, up to 63 VIP tickets may be issued. Winning a lottery position gives you the right to purchase the VIP tickets. If you do not submit payment by 4 p.m. on Friday, May 10, your tickets will be offered to the next person in the lottery draw.

If you have questions or concerns please email Maricela Gonzalez at mgonzalez@ssfusd.org or Clare Jackson at cjackson@ssfusd.org.