

El Camino Fundamental High School



2020/2021 Family Quick Reference Guide

www.sanjuan.edu/elcamino

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El Camino Fundamental High School Front Office Staff

Office Hours: 8:30 am – 3:30 pm

Principal: Randy Holcomb

Principal's Secretary: Donna Pelletier (916) 971-7446

Vice Principal: Evelyn Welborn (Students Last Name A – L)

Vice Principal: Jennifer Petersen (Students Last Name M – Z)

Vice Principal's Secretary: Jane Smith
(916) 971-7433

Attendance: Barbara Melloway
(916) 971-7457

ICT Attendance/Counseling: Ashley Owen
(916) 971-7458

Registrar: Sabrina Johnstone
(916) 971-7424

Controller: Joanne Pierce
(916) 971-7432

Counseling

Carly Van Alfen
Nelda Mackey
Bo Ahlgren
Shari Gauthier

Counseling Secretary: Carrie Mitchell
(916) 971-7436

Parent/Family Support Advocate: Lesley Leatherwood
(916) 971-5900 x201815

ICT: Textbooks: Holly Thompson
(916) 971-7419

School Community Prevention Specialist/
Athletic Assistant: Zenaida Kamine
(916) 971-7996 ext. 7444
Hours: 8:00 am – 4:30 pm

Campus Monitors:
Justin Marshall & Damion Ware
(916) 971-7426

Counselor/VP/Student Assignment 2020/2021

Alpha Breakdown	Counselor	Vice Principal
A – G	Ms. Van Alfen	A-L Ms. Welborn M-Z Ms. Petersen
Go – N	Ms. Mackey	
O – Z	Mr. Ahlgren	
Special Programs	Ms. Gauthier	

El Camino Fundamental High School Student/Parent Commitment Contract

El Camino is a true open enrollment school. Attendance at El Camino is based on choice and commitment to excellence by students, parents, and staff. These standards are emphasized by El Camino's 3R's of Respect, Responsibility, and Readiness. As a condition of enrollment at ECFHS and as an active participant in the educational process, we will all be committed to the following:

	Student Commitment	Parent Commitment	Teacher/Staff Commitment
Academics	<ul style="list-style-type: none"> - Expected to work to their full potential and to demonstrate academic responsibility. - Communicate with teachers regarding progress. - Seek appropriate tutoring to ensure academic success. 	<ul style="list-style-type: none"> - Provide student with the appropriate guidance to ensure academic responsibility. - Work with student and communicate with teachers when necessary. - Check student progress regularly to hold student accountable for academic success. 	<ul style="list-style-type: none"> - Conduct engaging lessons and assign rigorous course work for college and career readiness. - Utilize a variety of instructional strategies and supports to ensure all students learn. - Conduct fair and accurate assessments that measure student understanding of standards.
Attendance	<ul style="list-style-type: none"> - Expected to attend all classes, every day, on time. - Commit to make up all missed assignments, within the allotted amount of time, after being absent. - Honor the closed campus policy and will not leave campus for any reason without receiving an early dismissal. 	<ul style="list-style-type: none"> - Expected to support good attendance and punctuality from student. - Make every attempt to schedule medical and dental appointments outside of school day. - Ensure that the attendance office is notified of student absences within 5-days. 	<ul style="list-style-type: none"> - Provide students with appropriate work when they return from an excused absence. - Communicate in a timely manner with students about missed work due to absences. - Model appropriate attendance.
Behavior	<ul style="list-style-type: none"> - Be responsible and follow all school rules. - Come to school appropriately dressed by complying with the school/district dress code policy. - Promote a safe school environment by refraining from any behavior that puts others in danger and impedes their ability to learn while also seeking proactive solutions to conflicts with others. 	<ul style="list-style-type: none"> - Encourage student to act appropriately and follow school rules. - Ensure student is appropriately dressed and complying with the school/district dress code policy. - Understand the El Camino and SJUSD guidelines for suspension and expulsion and support the school when appropriate action is taken. 	<ul style="list-style-type: none"> - Provide each student with a safe, positive, and challenging learning environment. - Protect each student's right to learn by fairly, firmly, and consistently enforcing school rules. - Adhere to the California Standards for the Teaching Profession.
School Culture	<ul style="list-style-type: none"> - Expected to treat all people (students and staff) with respect and kindness. - Demonstrate pride in their school and takes ownership for a positive experience. - Actively engage in athletics, clubs, student organizations, and other extracurricular activities. 	<ul style="list-style-type: none"> - Actively engage in parent organizations, such as Boosters and PTSA. - Enthusiastically encourage student to participate in extracurricular activities. - Follow established protocols when seeking resolution for student issues and assume good will. 	<ul style="list-style-type: none"> - Participate and/or support the demonstration of school pride. - Treat peers, students, and parents with respect and kindness. - Follow established protocols when seeking resolution for student issues and assume good will.

El Camino Fundamental High School Distance Learning Schedule

Mondays & Thursdays

0	8:00 - 8:45
1	9:00 - 10:30
2	10:45 - 12:15
Lunch	1 hour
3	1:15 - 2:45

(The first 15 minutes of periods 1, 2, & 3 will be synchronous with a minimum of 30 synchronous minutes of time per period. The first 15 minutes of 0 period will be synchronous.)

Tuesdays & Fridays

0	8:00 - 8:45
4	9:00 - 10:30
5	10:45 - 12:15
Lunch	1 hour
6	1:15 - 2:45

(The first 15 minutes of periods 4, 5, & 6 will be synchronous with a minimum of 30 synchronous minutes of time per period. The first 15 minutes of 0 period will be synchronous.)

Wednesdays

0	8:40 - 8:55
1	9:00 - 9:15
2	9:20 - 9:35
3	9:40 - 9:55
4	10:00 - 10:15
5	10:20 - 10:35
6	10:40 - 10:55

(All periods on Wednesdays are synchronous. Asynchronous activities will begin after 10:55)

Definitions

• **Synchronous:** Is when instruction and learning occur at the same time. Synchronous activities may include: live class meetings, chats, student conferences, etc. and are structured, coordinated and implemented within the school site's master schedule/regular school day.

• **Asynchronous:** Is when instruction and learning do not occur at the same time. Asynchronous activities may include journal writes, assessments, collaborative student group work, etc.) may be scheduled within or outside of the school day.

Distance Learning - Fall 2020

As schools reopen Aug. 13, parents and students should expect to engage in a strengthened distance learning model compared to what most experienced last spring. Key highlights of fall distance learning include:

- Required live daily interaction between student and school staff
- Attendance taken in each class
- Academic letter grades and citizenship grades will be issued at the quarter and semester.
- A blend of live instruction and independent learning designed to meet a minimum number of minutes for learning each day
- An added focus on building classroom and school communities as well as peer groups to support socialization and mental well-being
- The use of Google Classroom as the common home for all instructional materials or links to other platforms to ease parent and student access

San Juan Unified has also made a large investment in curriculum to support distance learning. This summer, 90 of our most experienced teachers were tasked with **developing lessons aligned to key learning standards** for each grade level and subject matter. This bank of lessons will be available for use by all teachers in the district allowing them to focus their energies building engagement opportunities, providing feedback and supporting the student-teacher relationship.

2020 - 2021 Faculty & Staff Rooms, Extensions & Email Addresses

Note: All email addresses end with: @sanjuan.edu

To leave a voicemail for a Teacher, dial (916) 971-5900. Enter the six-digit extension.

Rm	Teacher	Email	Ext	Rm	Teacher	Email	Ext	Rm	Teacher	Email	Ext
52	Andersen, Brian	bandersen	201052	Gym	Martinez, Jordan	jordan.martinez	201860	M-4	Vanderbout, David	david.vanderbout	201081
31	Barker, Cassiopia	cassiopia.barker	201031	23	Medina, Mayte	mayte.medina	201023	48	Vasquez, Jaime	jaime.vasquez	201048
S-2	Battenfield, Scott	sbattenfield	201086	66	Narayanan, Jayashree	jayashree.narayanan	201066	A-10	Vu, Minh	minh.vu	201077
45	Belt, Amanda	abelt	201045	36	Nichols, Emily	enichols	201036	58	Waldo, Robert	rwaldo	201058
49	Bernhoft, Joyce	jbernhof	201049	37	Ortiz, Shila	shila.ortiz	201037	VP	Welborn, Evelyn	evelyn.welborn	201824
65	Cardoso, Todd	tcardoso	201065	46	Pefley, Nicole	nicole.pefley	201046	Gym	Wolthuis, Cami	cwolthuis	201860
28	Carson, Joel	jcarson	201028	53	Peppel, Tim	tpeppel	201053	A-5	Wynn, Amanda	amanda.wynn	201072
Lib	Catania, Andrea	andrea.catania	201871	38	Perry, Luz	luz.perry	201038				
35	Concklin, Ron	rconcklin	201035	VP	Petersen, Jennifer	jennifer.petersen	201823				
AD	Concklin, Ron	rconcklin	201869	47	Polis, Julie	julie.polis	201047	College & Career Technician			
42	Contreras, Angel	angel.contrerascardenas	201042	51	Posner, Alan	aposner	201051	25	Chino Meneses, Erica	erica.chinomeneses	201025
Gym	Dolliver, JP	john.dolliver	201861	M-2	Read, Gabriel	gabriel.read	201078	Front Office Staff			
67	Drefs, Herb	hdrefs	201067	56	Reilly, Neil	nreilly	201056	Records	Johnstone, Sabrina	sabrina.johnstone	201806
68	Fegan, Samuel	samuel.fegan	201068	62	Rivera, Sean	sean.rivera		Athl	Kamine, Zenaida	zkamine	201070
61	Furukawa, Reid	reid.furukawa	201061	A-7	Roddewig, Kurtis	kurtis.roddewig	201074	P. Sec			201820
S-8	Hartney, Jodee	jhartney	201089	59	Rogers, Saide	srogers	201059	Café	Leatherwood, Lesley	lesley.leatherwood	201815
50	Heno, Amy	amy.heno	201050	41	Sansone, Liz	elizabeth.sansone	201041	Café Sup	Lewis, Rodney	rodney.lewis	201811
Prin.	Holcomb, Randy	randy.holcomb	201820	60	Santillanes, Ari	ari.santillanes	201060	Attend	Melloway, Barbara	Bmelloway	201801
55	Keller, Kyle	kyle.keller	201055	34	Skelly, Michael	michael.skelly	201034	Couns	Mitchell, Carrie	carrie.mitchell	201840
27	Kissling, Kelly	kelly.kissling	201027	S-1	Sumpter, Matt	matt.sumpter	201085	Couns	Owen, Ashley	ashley.owen	201846
63	Lenhart, Doreen	dlenhart	201063	32	Thompson, Kristin	kthompson	201032	Atten	Owen, Ashley	ashley.owen	201802
S-3	Major, Stacey	smajor	201087	39	Thompson, Robert	rthompson	201039	Finance	Pierce, Joanne	Jpierce	201807
A-9	Manigart, David	dmanigart	201076	S-9	Tompkins, Ryan	ryan.tompkins	201092	VP Sec	Smith, Jane	jane.smith	201822
29	Markley, Steven	steve.markley	201029	S-4	Travlos, Christopher	christopher.travlos	201088	Text	Thompson, Holly	holly.thompson	201872
69	Marshall, Ray	rmarshall	201069	40	Turner, Sara	saturner	201040	Plant Sup	Freitas, Andrew	andrew.freitas	201879
22	Martin, Brandy	brandy.martin	201022	33	Tyler, Marcia	marcia.tyler	201033				

***Email is the preferred method of contact for staff members.**

****Please allow up to 2 business days for a response.**

Addressing Classroom Concerns

This is meant to be a guide for students and parents to address classroom concerns with teachers. It applies to classroom situations involving homework, tests, academic and citizenship grades, and behavioral issues.

1. The student should make arrangements to discuss the matter at a time convenient for both the student and the teacher. Class time does not allow adequate time and privacy for such a meeting.
2. If the student feels that the issue has not been resolved, the next step would be for the parent to schedule a meeting directly with the teacher.
3. If the student and/or parent feels that the issue has not been resolved after meeting with the teacher, the next step would be for the parent to schedule a meeting with the student's counselor.
4. If the meeting with the teacher, parent, and student does not resolve the issue, the next step is to have a meeting that includes the student's vice-principal.
5. The last step in the process would be a meeting with the parent, student, teacher, and the principal.

This is a progressive process allowing concerns to be resolved.

Graduation Requirements

Students must complete a minimum of 220 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.

NEW Graduation requirements have started for the class of 2023 and beyond.

Courses	High School Graduation Requirements: 2021 & 2022	High School Graduation Requirements: 2023 and beyond
English	4 years-40 credits	4 years-40 credits
Math	2 years-20 credits (10 credits must be Algebra 1 or Integrated Math 1 or higher)	3 years-30 credits (through IM2 minimum)
History/Social Science	3 ½ years-35 credits (World History, US History, Government, Economics, & Social Science Elective)	3 ½ years-35 credits (10 World History, 10 US History, 5 American Government, 5 Economics, and 5 Social Science Elective)
Science	2 years-20 credits (must have 10 credits of life science and 10 credits of physical science)	3 years-30 credits (20 credits of lab science, including 10 physical science and 10 life science)
Physical Education	2 years-20 credits (1 year must be taken in 9 th grade)	2 years-20 credits (1 year must be taken in 9 th grade)
Visual/Performing Arts	1 year-10 credits OR 1 semester + 1 year Foreign language	1 year-10 credits
World Language		20 credits (must be 20 credits of the same world language to meet A-G)
Health	1 Semester-5 credits	1 Semester-5 credits
Electives	70 credits	35 credits
Total	220 credits	220 credits

CSU-UC Comparison of Minimum Eligibility Requirements

	California State University (CSU)	University of California (UC)
High School GPA	Calculate GPA using only "a-g" approved courses taken <i>after</i> the 9 th grade.	
Subject Requirements	15 yearlong college preparatory courses from approved "a-g" list are required:	
"a" History/Social Science	2 years of history/social science, including one year of US history OR one semester of US history and one semester of American government, AND... 1 year of history/social science from either the "a" or "g" subject area	
"b" English	4 years of English (including no more than one year of ESL/ELD courses)	
"c" Mathematics	3 years of math (Integrated Math 1, Algebra 2, Geometry); 4 years recommended	
"d" Laboratory Science	2 years of laboratory science, including at least two of the three foundational subjects of biology, chemistry, and physics At least 1 year of physical science and 1 year of biological science, one from the "d" subject area and the other from the "d" or "g" area*	1 year of world history, cultures, and geography from the "a" subject area Both courses must be from the "d" subject area: 3 years recommended
"e" Language Other Than English	2 years of language other than English (must be the same language)	
"f" Visual and Performing Arts	3 years recommended	
"g" College Preparatory Elective	1 yearlong course in visual and performing arts (selected from dance, music, theatre/drama and visual arts)	
	1 year of an elective chosen from any area on approved "a-g" list	
	Agriculture courses traditionally accepted by CSU that are not on the "a-g" list will be considered on a course-by-course basis.	
HONORS POINTS	Maximum of 8 extra grade points awarded for approved honors, AP, or IB courses and transferable community college courses. No more than two yearlong courses taken in 10 th grade can earn honors points.	
TEST SCORES – ACT/SAT	CSU combines best <i>critical reading</i> and <i>math</i> scores from multiple sittings of SAT; may combine best sub-scores from multiple ACT tests to calculate a best composite *Test required for CSU applicants who have earned an "a-g" GPA of less than 3.0	UC uses the highest combined score from a single sitting of the ACT Assessment plus Writing or the SAT Reasoning Test. Also required are two SAT Subject Tests in two different subject areas. Class of 2012 and beyond will not be required to take the Subject Tests.
VALIDATION OF SUBJECT REQUIREMENTS BY OTHER COURSES		
Mathematics	A grade of C or better in the second semester of a yearlong Algebra course validates a D in the first semester. A grade of C or better in Algebra 2 validates Integrated Math 1. A grade of C or better in trigonometry or pre-calculus validates the entire high school college preparatory requirement. Beginning with fall 2007 applicants, a grade of C or better in statistics will validate only Integrated Math 1 and Algebra 2, not Geometry	
Language Other Than English (LOTE)	A grade of C or better in a higher-level course validates a lower-level course. A higher-level LOTE course can validate the appropriate number of years based on the level. A college course can validate a high school LOTE course. The level of validation depends on the college course prerequisite and description.	
Chemistry	The CSU will continue to permit the second semester of chemistry to validate the first semester.	
VALIDATION OF D GRADES IN REQUIRED COURSES		
Required "a-g" courses must be completed with a grade of C or better. Courses in which grades of D are earned must be repeated, EXCEPT in the areas of math and language other than English, where grades of D can be validated by successful completion of higher level coursework.		
VALIDATION OF SUBJECT REQUIREMENTS BY TEST SCORES		
Subject omissions may be satisfied with appropriate test scores on SAT Subject Tests, Advanced Placement exams and designated International Baccalaureate exams. A list of acceptable tests and scores is available on the UC and CSU websites.		
REPEATED COURSES		
	The best grade will be used in the GPA calculation	
	A course not completed with a grade of C or better can be repeated only once.	



GRADE REPORTING DATES FOR 2020-2021

DESCRIPTION	GRADES VIEWABLE ON Q
Progress Report 1	9/17/2020
Quarter 1	10/15/2020
Progress Report 2	11/26/2020
SEMESTER 1	1/8/2021
Progress Report 3	2/11/2021
Quarter 3	3/25/2021
Progress Report 4	5/6/2021
SEMESTER 2	6/12/2021

How to Access Information

- Students should use the Q Student Portal to access Google Classroom, to check San Juan student email, and access other apps.
- Students should be checking their San Juan email at least twice per day: Once in the morning and once at the end of the day.
- Parents can access their student's Q login information through the Q Parent Portal at:

<https://sis.sanjuan.edu/ParentPortal/>

Once logged in, student login information is on the left side of the page under Login Credentials.

- Parents can access their student's Google Classroom account by using the student's login credentials.
- For additional information and resources, visit the San Juan Fall 2020 Hub at:

<https://www.sanjuan.edu/fall2020>

ATHLETICS DEPARTMENT

For information on the CIF-SJS sports calendar for 2020-2021, go to:

<https://cifsjs.org/announcements/July20Announcement>

For El Camino athletics information or to contact the El Camino Athletics Office, go to:

<https://elcaminoathletics.com/>

ATHLETICS ELIGIBILITY EXPLAINED

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 6 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