

August 13, 2020

Hello Ruth Asawa SOTA community,

Greetings from the Counseling Department! Welcome to a brand new year with a whole set of brand new challenges and opportunities. No doubt, we are all trying to navigate the start of the Fall semester and grappling with a lot of uncertainty. Many of the anticipated and important questions are similar: *Are schedules ready? Will I get the class I need? What will the semester look like?* We hope this newsletter will provide everyone some guidance in the first weeks of school.

The Counseling Team hopes to be a resource you can rely on when you have questions and concerns regarding your pathway to graduation, your personal and academic goals, and your postsecondary plans. Throughout the year, the Counseling Team will be offering group and individual information and guidance to help you plan for your future and ensure that you have all the supports you need to feel successful every day.

Student Schedules

All student schedules are in development based on students' course requests from the spring, graduation requirements, and finalized course offerings from all our academic and art departments. **Student schedules will be finalized and published on Friday, August 14 at 12PM.** After 12PM, all students should be able to access their course schedule in Synergy and should expect to receive an email from all their teachers with information about how to access their online classrooms beginning on Monday, August 17. We are aware that some students have been able to gain access to their tentative schedules while many have not, causing a lot of stress and confusion. Please note that we are working hard to make sure all students have access to their proper schedules by Friday afternoon and that anything you may see prior to that deadline is subject to change. See our complete [Asawa SOTA 2020-2021 Counseling Policies](#) for more information.

FAQs

What if I don't have a complete schedule in Synergy on Friday, 8/12? What if I see problems with my schedule (ie: enrolled in the wrong courses for my grade level; enrolled in the wrong Art Dpt, etc)?

If you do not have a complete class schedule listed in Synergy on Friday, log into our [Virtual Main Office](#) on Monday 8/17 or Tuesday 8/18 from 8:30-12:30. We will direct you to the appropriate person to help you complete your schedule for the fall.

What if I want to make a change to my schedule?

Attend the courses you are assigned to and complete the Schedule Change Request Form linked below. Note that requests will not be considered until Monday, August 24. We strongly encourage you to make any change requests within the first 2 weeks of school. Any schedule changes made after 6 weeks will come with a penalty.

What if I don't hear from my teacher about how to get to my online class?

Log into our [Virtual Main Office](#) on Monday 8/17 or Tuesday 8/18 from 8:30-12:30. We will be able to provide you with the link/access information for your classes.

What if I don't have the technology I need to attend online learning?

If you need a laptop, hotspot, charger, or other technology, please complete the [Technology Request Form](#) to secure a device. Materials will be distributed by the end of August. Tech support and troubleshooting resources are also available on [SFUSD's Technology Resources](#) page. See the Principal's Weekly Announcements for more information.

Schedule Change Request Forms*

- [9th Grade Form](#)
- [10th Grade Form](#)
- [11th Grade Form](#)
- [12th Grade Form](#)

**You may submit your request beginning today but no requests will be considered or processed until after 8/24/20. Thank you for your patience.*

Counselor Schedules

For the first week of school, counselors will be dedicating all their time to enrolling all students in complete, correct course schedules. All student transcripts will be audited to ensure students are taking classes that fulfill graduation requirements according to the A-G sequence and all classes will be audited to ensure that courses are balanced to promote student learning.

Beginning on Monday, August 24, counselors will...

- Email all students they support with information about themselves and the supports they offer
- Review and process schedule request changes
- Hold weekly office hours
- Offer online workshops based on high interest topics
- Make individual and small group appointments
- Coordinate 504/SST supports

FAQs***What if I have an urgent question or concern during the first week of school?***

Log into our [Virtual Main Office](#) on Monday 8/17 or Tuesday 8/18 from 8:30-12:30. We will do our best to support you or direct you to the appropriate person on our team.

What if I email my counselor and don't receive a reply?

Counselors typically honor a 48 hour response time for calls and emails, though there are times throughout the year when there may be slight delays. Please exercise patience whenever possible. If your need is urgent and you have yet to receive a reply, email [Dean Amador](#). Note that every effort will be made to connect you with your counselor as your primary support person.

What if I/my child has a 504/SST? How will these supports be provided?

504 and SST supports will continue to be provided when applicable. Teachers will be made aware of a students' accommodations by 8/21/20, however you are welcome to email your teachers at any time to communicate with them directly about your needs and the supports that are most helpful to you. If you have urgent concerns, email [Assistant Principal Eva Kellogg](#).

Other important updates:

- **Attendance:** The guidance from the state is that all students must have complete schedules with 240 hours of instruction, or 180 hours if they are taking an evening course at a community college, University of California, or a California State University, so long as it does not conflict with their day schedule. However, students may earn attendance credit for a variety of actions, including signing on to online classes, submitting assignments, participating in classroom discussions, or meeting with the teacher. Attendance is expected and will be taken for every class period based on the criteria above.
- **Grades:** Students will be graded on the traditional A-F grading school and should expect to produce grade level work aligned with the standards and college readiness criteria. Teachers will provide more information about course expectations and grading policies in their course syllabi.
- **Student Schedule:** Academic classes will meet 3x/week for 55 minutes each meeting and Arts classes will meet M-F from 12:45-2:00. These instructional blocks may include both synchronous and asynchronous learning activities. Additionally, students will be enrolled in Wellness Advisory groups of 10-15 students and one staff member advisor. Wellness Advisories will begin the week of 8/31/20, when students will be expected to report to their virtual advisory sessions each Monday and Wednesday from 12:30-12:45.



Ruth Asawa SOTA Distance Learning Schedule, Fall 2020

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|-------------------|--------------|-------------------|--------------|--------------|
| 9:00-9:55 | Period 1 | Period 2 | Period 1 | Period 2 | Period 1 |
| 9:55-10:00 | Break | Break | Break | Break | Break |
| 10:00-10:55 | Period 2 | Period 4 | Period 3 | Period 3 | Period 4 |
| 10:55-11:00 | Break | Break | Break | Break | Break |
| 11:00-11:55 | Period 3 | Period 5 | Period 4 | Period 5 | Period 5 |
| 11:55-12:30 | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH |
| 12:30-12:45 | Wellness Advisory | Office Hours | Wellness Advisory | Office Hours | Office Hours |
| 12:45-2:00 | Arts Block | Arts Block | Arts Block | Arts Block | Arts Block |

*Please note that this schedule will be updated by 8/27/20 to include additional office hours for administration, Wellness, Counseling and College Center teams. Updates regarding Student Government, Clubs and Study Groups are also forthcoming!

Your Counselors:



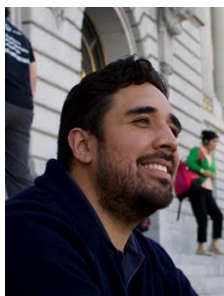
Mr. Clint Calimlim
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M-Z 10th Grade, and 11th Grade
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Ms. Beth Alberts
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Mr. Omar Amador
Dean and Head Counselor
amadoro@sfusd.edu

Looking Ahead

This semester, counselors will be hosting a series of online informational events for students throughout the semester. These online informational events will be a venue to learn about graduation requirements, planning for college, accessing tutoring, and social emotional support. We will be updating the community with dates and times in the near future.

We want to make ourselves available to all students. We will be sending out information with counselor office hours next week. In the meantime, visit our [Virtual Main Office](#) on Monday 8/17 or Tuesday 8/18 from 8:30-12:30.

Please feel free to read the [Counseling Policies](#) document for more information on our policies, guidelines, and other information you might find helpful.

Thank you,

The Ruth Asawa Counseling Department