

**Terra Linda High – Principal’s Office Weekly Memo**

August 21, 2022

August					
22 Monday <i>Traditional Schedule</i>	23 Tuesday <i>A Day</i>	24 Wednesday <i>B Day Tutorial Period 2</i>	25 Thursday <i>A Day</i>	26 Friday <i>B Day Tutorial Period 3</i>	27 Saturday
<b>STAFF and Student Photo Day - Gym 2</b> Student photos will be taken Social Studies/ Health classes  Reminder ALL STAFF need photo IDs for Identification Tags <a href="#">Schedule</a>	<b>Admin/Counselor Meeting</b> 10-11:00 AM  <b>OneTL Meeting</b> 7 pm Coverage: Katy	<b>Department Mtg</b> 3:15-4:15 PM	<b>MSEL Parent Potluck</b> 5:30-6:30 PM Coverage: Lauren	TL Spirit Pride: Day  <b>Football TL @ Petaluma</b> 4:30/ 7pm Coverage: Dunlap & Chapman	

Emergency subs for the week of August 15-19

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Cavanagh	Cummings	Kerr	Borello	Little	Agnew	Moore

We have been making phone calls on any absent students and we are not experiencing many drops at all. We continue to enroll new students, in particular 9<sup>th</sup> graders. We anticipate a total enrollment around 1,200 students. Following the Labor Day Holiday in September, we have Back to School Night (IN PERSON) on Thursday 9/8 with an early release day following. It is always nice to start the year off meeting our families within the first weeks. We have the greatest jobs there are. Using creativity, personalization, belief in every student, and expertise in our areas - we prepare our students to manage the challenges of a future they can only begin to imagine. We make a difference in the world every single day and with every single interaction we have with our students, parents and each other. Do not underestimate the impact of everything we do. Our students watch us more closely that we usually realize and learn lessons from everything they see. Thank you for your efforts to be the best educator, adult role model, support provider and caring partner to all our students. Our students have never needed, more than they do now, the examples we provide and the compassion, skills and content we teach every day. I am excited for the school year and energized by our strong opening week. Thank you!

**Communications**

- [Principal’s Staff Update 8.9.2022](#)
- [Superintendent’s Message - Back to School Reminders and District Updates](#)

**9th & 10th Grade Student Behavior Expectations - Dean Chapman**

On Monday, September 12th, Alex Chapman will be coming into 9th and 10th grade Social Studies classes to talk about attendance, TLHS expectations, the student handbook, and on campus behavior. Visits will be approximately 10 minutes in length. Here is a [schedule](#).

## Counseling Update

Our students received preliminary schedules over the summer (classes and periods), but as is often the case, many student schedules have changed since then. **Please double-check attendance in each one of your classes daily, using your current rosters that are listed in Aeries.** Your rosters will be updated daily as changes are made.

**IMPORTANT: if a student does not appear on your roster, send them to the counseling office immediately so that counselors can review schedules for accuracy.** Some students may say that they either have been moved into your class, or will be moved into your class; please disregard this, and only allow students in your class who actually appear on your up-to-date rosters in Aeries.

Students can request changes for the first 10 days of school (until 8/31) following the procedures outlined here in [English](#) or [Spanish](#) (the QR codes posted around school link to these documents).

## AERIES Student Portal and Canvas

A reminder that Freshman English Teachers have been asked to walk their students through accessing their [AERIES Student Portal](#) by end of day Monday of this week.

**Should anyone wish to get their students up and running even sooner, please do:**

- Student Usernames and Passwords can be found on all teacher attendance pages.
- Walk students through these instructions: [English](#) | [Spanish](#). Make sure they are not logged into any personal google accounts before trying.

Students unable to access AERIES or Canvas with the aid of a teacher can seek one-on-one support from Gladys Rodas in the front office or Assistant Principals Lauren Inman or Maria Tinnel.

## Tutorial

Tutorial Passes and updated [Tutorial Guidelines](#) have been distributed to all teachers. Please ensure that all students have received a Tutorial Pass and that you have reviewed the Tutorial expectations for your classroom. If you need extra copies of the Tutorial Pass, please let Maria know, and she will provide additional copies.

## Grade Reporting Dates / Aeries & Canvas Gradebook Expectations

You can find the grade reporting dates for the 2022-23 school year [here](#). Instructional coaches and coordinators worked with our new staff to begin their [Canvas Course set up](#) on Tuesday, August 16. We know there is a lot to learn about this tool, so please let us know if you need help! Departments will work on their Aeries gradebook set up during department meeting time on Wednesday, August 24.

## Emergency Preparedness: Self Certification and Staff Skills Survey

Two forms were left for you in your mailboxes: confidential self-certification and staff skills survey. Please complete these forms by Friday, August 26. You can deliver it to Maria Tinnel's mailbox in the front office or give it to Gladys Rodas, Admin Assistant to the AP's.

You will now see a module in Canvas titled “Staff Emergency Resources”. These will be copies of documents we share with you. This includes our site Emergency Phone Number, among others. Administration may have already stopped by to add the sticker to the classroom phone or may come in this week.

Maria Tinnel and Alex Chapman will review our existing Emergency Plan and will be working with Bill Welch at a School Threat Assessment training on August 30th. More information to come.

### **Tutorial Reading Program**

Thanks to those of you who participated in our tutorial reading program last year! A student survey at the end of the year showed that a large majority of students really liked the quiet and smooth start to tutorial. Many also appreciated the time to read for fun. We would like to keep tutorial reading going this year, especially as we now have a longer time for both reading and studying. **Reading during the first 20 minutes of tutorial is strongly encouraged, but of course, if students need to make up tests or catch up on academic work, that should take priority.**

If you are new, or want a refresher on tutorial reading, check out [these slides](#) (which include a student direction slide you can put up at the start of tutorial - now with a 20 minute timer to make it easier to keep track of time). These can be helpful when introducing students to your tutorial expectations.

Students are welcome to bring books from home or come to the library (we have hundreds of new books - feel free to email me if you'd like to bring in a whole class!). New teachers, if you are interested, I will be coming around in September with a crate of reading materials for your classroom, and for those of you who already have a little library, I will be coming around to replenish your collection with new books and magazines.

Please reach out to Librarian, Kendra Rose with any questions or concerns. Happy reading!

### **AP Mentoring Program**

Collegeboard is again offering their AP Mentoring Program. Teachers who participate in AP Mentoring will receive ongoing support in a small group setting throughout the school year. During the program, they'll attend four online group meetings, each an hour long, with an experienced AP teacher to discuss strategies and access instructional materials to support student success through the AP Mentoring platform. Teachers will attend all four meetings to receive a certificate of completion with 0.4 CEUs.

AP Mentoring is available for AP Art and Design, AP Biology, AP Calculus AB, AP Calculus BC, AP Computer Science A, AP Computer Science Principles, AP English Language and Composition, AP English Literature and Composition, AP Spanish Language and Culture, AP U.S. Government and Politics, and AP U.S. History.

**Registration closes September 4, 2022. Please see Lauren Inman if interested in participating and she will assist you in registering.**

## August Professional Development

A big thank you to Jennifer Little, Lisa Cummings, Maria Tinnel and Lauren Inman for planning and facilitating two teacher professional development days for San Rafael City Schools. Over forty teachers from the high school District attended and used words like “productive” “Helpful” “Stimulating” and “Practical” to describe their time. Resources from this PD can be found on the Terra Linda High School Staff Tile in Canvas.



## Wellness Center Updates

**Staff Case Review/Risk Assessment Team Referral (CRRAT):** To refer a student for support please complete the Case Review/Risk Assessment Team (CRRAT) form [HERE](#). This form will be shared with the CRRAT team, comprised of school counselors, admin, and mental health professionals. The team will collaborate and coordinate supports for each student regarding behavioral, academic and/or social emotional concerns.

**Student Self Referral:** In addition, you will be receiving posters for each classroom with a "self-referral/refer-a-friend" QR code for students or link [HERE](#). Ongoing services are appointment-based and include 1:1 mental health services, support groups, as well as linkages to off-site services.

**Brain Break Pass:** If a student is having a tough time in your class, you may send them to the Wellness Center for a "Brain Break," for 10-15 minutes. If a student is unable to self-regulate following that period of time, we will triage to a therapist or counselor for more follow-up. We will provide blank Brain Break Passes on RED paper to all staff. If you have a student that is regularly missing classes, or appears to be misusing the pass system, please let me know!

**MENTAL HEALTH CRISES:** During the school day, if you have concerns about a student's safety, or safety of others based on a disclosure from a staff, student or parent, the Wellness Team will help! We will either provide or facilitate a risk or behavioral threat assessment. Please call us (626-433-0064) OR x4030 (internal) to notify us, and make sure you or another staff member escort the student to the Wellness Center. If it is after-hours, please contact your admin to inform about your concerns, and follow up with a call to law enforcement.