

May - June											
29	Monday	30	Tuesday A Day	31	Wednesday B Day <i>Tutorial Period 1</i>	1	Thursday A Day	2	Friday B Day <i>Tutorial Period 2</i>	3	Saturday
Memorial Day No school		Study Week K-12 Principal Meeting 12:30 - 5:30 PM Terra Linda Facilities Site Committee 4:30-5:30 PM Innovation Hub		Study Week		Study Week		Study Week Superintendents Hogeboom and Gladys TL Site Visit 9 -10 AM		Reminder: Next week we begin collecting materials from students on Monday, Tuesday & Wednesday	

Emergency subs for the week of May 29 - June 2:

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
	Hayes	Bedford	Madden	Little	Gonzalez	

A reminder to write two (or more) gratitude cards for your colleagues to share at our staff meeting on June 7th at 1 PM!

Communications

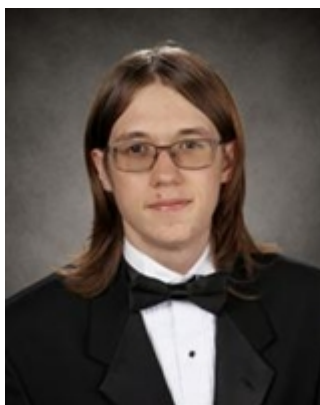
- [Closing Bulletin TL Spring 2023](#)
- [Spring 2023 Final Exam Schedule](#)
- [Master Schedule 2023-24](#)

Faculty & Student Graduation Speakers

Congratulations to our Faculty Commencement Speaker, **Karen Arcangelo**, and to student speakers **Sarah Mondesir** and **Jackson Roberts**!



Sarah Mondesir



Jackson Roberts



Karen Arcangelo

Yearbook Distribution

The estimated delivery date for the yearbook shipment from TreeRing is Tuesday, May 30th. Distribution is planned for lunch and 6th period on Friday, June 2nd (at the student store). Students need to bring their student ID.

Senior Awards Night



A big thank you to everyone who attended and supported Senior Awards Night last evening. CCC Advisor, Carol Morales, was instrumental in coordinating the program and it ran seamlessly. Our seniors were without a doubt the best-behaved class I have ever witnessed! They were engaged throughout the event and incredibly supportive of one another. Our TL Scholarship Committee awarded over 48 scholarships to seniors, in addition to a variety of community-based scholarships. We not only gave out a tremendous amount of money to support our seniors attending 4-year institutions, but we also awarded scholarships for 2-year junior colleges and apprenticeship programs.

Students were thrilled to be recognized by teachers and receive departmental awards. In addition, programs like AVID, 10,000 Degrees, CTE, California Scholarship Federation, and the California State Biliteracy Seal were celebrated and many students were able to be recognized.

I truly appreciate everyone's efforts to focus on the successes of the Class of 2023 and to reward their hard work.



Study Week Reminders

This week is Study Week. This means that students should not be receiving new material or additional projects/assignments in your classes. This week is for teachers to help students prepare for finals and review the material of the past semester. Students are not supposed to be getting homework or new material in any of their classes. Below are a few key points:

Study Week:

Study Week should be a true "Study Week" for our students. This means the following:

- 1) No tests or quizzes, unless part of a **review** for the final exam.
- 2) No new material should be introduced.
- 3) No field trips should be scheduled.
- 4) No homework should be provided that is not **related to final exams**.
- 5) No new projects due.
- 6) No non-essential call slips (students out of class).

Seniors At Risk of Not Graduating

Teachers of Seniors: We need to notify families of seniors as soon as possible if they will not pass a class that may be required for graduation. Of course, we like to provide as much advance notice as possible.

If you have a senior who is in danger of failing your class, please ensure that you do the following:

- Reach out to the student and create a plan for improvement
- Communicate your concern and recommendations for intervention to the student's parent
- Inform the counselor, and keep the counselor in the loop regarding developments as graduation approaches

In addition, prioritize grading for seniors and consider administering exams early.

Let the appropriate counselor know ASAP if:

- one of your seniors is in danger of failing your class (please keep us in the loop as information is updated)
- one of your seniors WILL fail your class, in which case graduation eligibility may be compromised

Final Exam Schedule

Discuss and post the [Spring Final Exam Schedule 2022-23](#) for your students to review. Students who will not be present during finals week should take their finals prior to or during one of the pre-identified final exam make up dates below. The administration will assist teachers by holding three make-up sessions. Teachers can submit their final exams for any absent students to Maria Tinnel. Make-up Final Exam Sessions:

Monday, June 12: 9:00 – 11:00 AM (Maria Tinnel)

Monday, June 12: 12:00 PM – 2:00 PM (Alex Chapman)

Tuesday, June 13: 9:00 – 11:00 AM (Maria Tinnel)

PS: You only need to submit a final if you have students you want to complete make-ups with administration. Those were the old days when we collected them from every teacher every semester!

Book Inventory

Please be sure to conduct a book inventory and then notify Kristen Mathewson of any outstanding book bills.

Materials Return

A reminder that we have calendared several opportunities for seniors to return any leftover books, calculators, chromebooks, hot spots and chargers, athletic uniforms, or class materials and pay book bills in advance of June 9th. We strongly encourage seniors to take advantage of these dates and work to get in all required materials so that they can pick up their diploma at the conclusion of the Commencement Ceremony in the gymnasium. Students who have paid all bills and returned their books can pick up their official diploma in the gym immediately following the ceremony. **Students generally enjoy taking pictures with their official diploma so please be sure to clear all bills and return all texts and uniforms prior to graduation.**

Monday, June 5th Materials Return 1 PM - 4 PM the Main Office at TLHS

Tuesday, June 6th Materials Return 10:30 AM - 2 PM in the Main Office at TLHS

Wednesday, June 7th Materials Return 10:30 AM - 2 PM in the Main Office at TLHS

Graduation Practice Thursday June 8, 1pm

Teachers of seniors: Please remind your seniors that graduation practice takes place immediately following finals on Thursday, June 8, 1pm. Students will report to the old gym and locate their assigned line/ line leader. This list will be shared on Monday and posted at the end of each hall. You can also remind students that the more efficient we are, the quicker we'll finish! Maria will meet with our line leaders to review their roles. Line leaders will also report to the old gym by 1pm on Thursday, June 8.

Key Collection Due Date: Monday, January 12th

It is important that teachers and classified staff pack up needed materials by the end of the workday on Monday, January 12th since the campus will not technically be open to staff and outside visitors over the summer with the exception of a few 12-month employees. This allows us to fully prep all classrooms and clean the campus over the summer weeks. In addition, this year our District will be doing an inventory of all classroom and office keys (Administration, Clerical, Certificated, etc).

Lynn has prepared an envelope for every employee with their name and room/office number. You can begin turning in your keys anytime during finals week all the way through Monday, June 12th. Any existing teacher who is moving can hold on to their keys until after the moving days on Tuesday and Wednesday (6/13 and 6/14).

Library Updates



Returning books! Please help us get our library books and materials back before the end of the year. Posted and verbal reminders from teachers are very effective! If students don't know what they have checked out, you can direct them to their school email (they were all sent an email with current checkouts on Friday 5/26), or send them to the library directly.

Summer reading! Please promote our **Summer Reading Bingo!** Link [HERE](#). Students can pick up a flyer in the library or the hub, or download one from the library website and there will be sweet prizes for all participants in the fall. Students and teachers can check out library books for the summer - we just got some new titles, so please come check them out!

Teacher audiobooks! If you love audiobooks, like I do, but hate waiting for them on Libby or paying for them on Audible, you should absolutely sign up for an educator account on Libro.fm. You get **FREE access to advanced reader copies of new release titles** - they release new books every month and they are totally FREE! Link [HERE](#).

Restorative Circle

Thank you to TLHS Peer Advocacy students **Grady Bowers** and **Kiki Chapman** for leading an impactful restorative circle about inclusion on campus. Both students did an amazing job facilitating the meeting. The major themes covered in the meeting were individual accountability and on campus inclusion. My favorite part of the meeting was when the group shared out about what ideal campus culture looked like. The most common ideas that were brought up were feeling respected, feeling like I have a voice, and feeling included in day to day campus life.

Goat Build



This past Thursday and Friday, **Allison Oropallo** and her **MarinSEL juniors** constructed a structure for livestock (goats) at the McEvoy Ranch in Petaluma. It was an incredible project where students applied all of their skills and knowledge gained in Engineering class and gave back to their community. This project takes a tremendous amount of planning and preparation; Allison organizes several contractors to be on site, Clough Construction pays their entire crew to be on site all day with the students, and parents are also invited to watch and help with food and supervision. A concrete pad was poured by lead contractors, JP Butti and Conor Ward, to ensure a fast and smooth build once the students arrived. Every student contributed to one or more aspects of this build and it was truly a memorable experience. Kudos to Allison and her crew!