

January 30 - February 3						
30 Monday	31 Tuesday	1 Wednesday <i>Tutorial Period 7</i>	2 Thursday	3 Friday <i>Tutorial Period 1</i>	4 Saturday	
Student Tobacco Survey 10th/12th Select SS Classes	SRCS Aquatics Pool Standards Meeting 3:30 - 4:30 PM <i>TL Innovation Hub</i> District CTE Meeting 4-5:00 PM (Virtual) Basketball: TL vs Archie Williams (at TL) 6/ 7:30 PM <u>Game Coverage:</u> Tinnel	8th Grade Course Selection Presentation to Parents 6PM (Virtual)	Basketball: TL vs MC (at MC) 6/ 7:30 PM <u>Coverage:</u> Chapman PIQE (Virtual) 6-7:00 PM	<i>3rd Quarter Progress Ends</i>	MSEL Exploration Day 11:00 AM-2:00 PM <i>Performance Hall, Innovation Hub and Room 56</i> Basketball: TL vs Novato (at TL) 6/ 7:30 PM <u>Game Coverage:</u> Chapman	

Emergency subs for the week of January 30-February 3:

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Wilhoite	Arcangelo	Dearborn	Borello	Gomez	Agnew	Quinby

Communications

- [Incoming Freshman - Principal's Message 1.30.2023](#)
- [January Counseling Newsletter](#)
- [2023 Summer School Interest Form](#)

January’s Wednesday Meeting Schedule

- Wednesday, February 1: No meeting
- Wednesday, February 8: Department Meeting
- Wednesday, February 15: No Meeting
- Wednesday, February 22: Mid-winter Break

Cultural Luncheon - Tina Gonzalez

On Wednesday, February 8th Tina Gonzalez will be hosting a cultural lunch and having Pupusas. They are three dollars each. Pre-order and pre-pay. The varieties are: *Cheese, Bean and Cheese* and *Pork and Cheese*. Let Tina know if you’re interested.

PIQE Update

We had a successful first week of our Parent Institute for Quality Education program (PIQE). 144 parents participated in our first evening: 116 Spanish speaking families and 28 from English speaking households. We look forward to future weeks and learning about the tools parents learn to better support their navigation of high school and post-secondary school systems.

M & O Work Orders Update

Last week we reviewed all open work orders and condensed 16 pages of requests to 3 pages by deleting any completed work orders, duplicates, or outdated work. Dave Pedroli is working closely with me and Lynn to monitor the high priority items we have identified. It is essential that you let us know if an item has been fixed if asked. Starting this week, every time someone submits a work order they will receive from Lynn an email with the *Date and Information Detailing the Request*. I too will be copied on the email. The Work Order Prioritization is as follows: Student Safety, Staff Safety, Student Comfort, and Staff Comfort. Safe facilities are essential for instruction and together we are working to improve the condition of all of our District's campuses.

2023 Summer School Interest Form

SRCS is excited to continue offering our summer school program and wants to gauge your interest in teaching this summer. There are several different offerings for students: 9th and 10th-grade academic core classes, Fuel Credit Recovery, a Newcomer Program, and Summer Algebra Bridge. [Here is more information about the summer school program.](#) Please complete the [2023 Summer School Interest Form](#) if you are interested in summer school. Glenn Dennis will send a more formal application to those who complete this form by February 10th!

Planning Dates: June 16-17

Class Dates: June 21-July 29 (4th of July off)

Time: 8:30-12:00 for class plus two hours of planning/prep time daily

Teacher stipend: \$8,000

Reach out to Glenn Dennis at gdennis@srcs.org with any questions.

Attendance Update

Automated attendance letters were beginning last week. This past Friday (1/27) we ran the list of students with excessive tardies and absences and are sending them out this Monday. This week we are sending 56 letters. This is a first step towards ensuring our families are partnering with us to improve attendance. We are also meeting with students regularly regarding attendance. If you have a student who you are concerned about you can also reach out to Dean of Students, Alex Chapman who also follows up with students and their parents.

Staffing Update

We held yet another successful round of interviews last week. Filling the position in Social Science will be Ashley Ayoob, former Terra Linda alum and current San Rafael High School Teacher. Ashley comes with a ton of experience teaching 9th-12th grade Social Science Courses and ASB. Welcome Ashley!

Current TLHS postings advertised on EdJoin include:

[English position for a 1.0 FTE ELD Teacher \(Newcomers - Intermediate\)](#)

[Varsity Football Coach for the 23-24 Season](#) (Interviews scheduled for 2/6)

Winter Formal

Over 300 students attended the Winter Formal. Thank you to ASB Co-teachers Alex Robins and William Luong, Campus Security Lead Garrett Cody, Dean Alex Chapman, and TL Teachers Karen Arcangelo, Casey Citek, Emily Lichty, Mark Lubamersky, and Marie Cavanaugh. We had a blast watching the kids dance in the new gym which was decorated beautifully. Students were dressed in their finest and truly seemed to enjoy the evening! Thanks again!

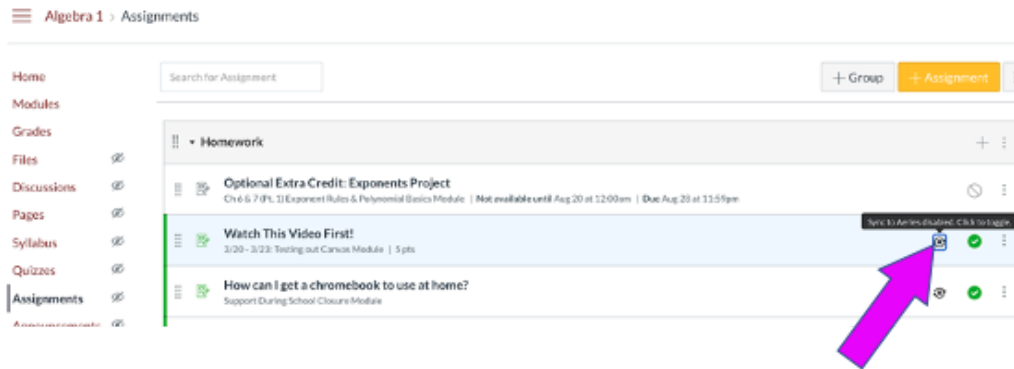
Third Quarter Progress Report Period: Grades due February 7th, 9:59 pm

Progress Report Grades are due by Tues. Feb 7th at 9:59 pm

The best way to avoid any last-minute sync issues and allow time for troubleshooting is to do the following.

This week

1. Enter all your grades into Canvas *as soon as possible*
2. Sync to Aeries. Here are [instructions](#) to walk you through the process.
3. **Double-check your two grade books to ensure Canvas is correctly synced to Aeries.**
4. If your gradebooks don't match, use the list below to check for errors.
5. If your Fall assignments are showing up when you sync, go back into assignments in Canvas and uncheck the sync icon.



Main Cause of Errors

- Assignment group's names not matching.
- Assignment group's weights not matching.
- Putting assignments in a group that doesn't sync to Aeries, e.g. "OLD Projects".
- **Not checking the sync box.**
- AERIES NAMES CAN NOT BE CHANGED ONCE THEY'VE BEEN SET. If you made an error and didn't match Aeries and Canvas names exactly, you can only edit the Canvas names, so they match whatever is in Aeries.

Please try to self-diagnose before you ask for help, but as always, reach out to a coach if you get stumped. Remember, the sooner, the better.

Youth Truth Survey

Students, staff and families will participate in the Youth Truth survey during the month of February. As we have done in years past, we will share the results with you once they become available. The survey gives key stakeholders the opportunity to provide feedback in areas such as culture, engagement, relationships, communication & feedback, school safety, and resources. English teachers will administer the survey to their English classes on Monday, February 13th (survey link and instructions/ script have been provided to them via the calendar invite). Maria Tinnel has provided the link to all staff via a Calendar Invite and email reminder; staff will be able to complete this survey from February 6-17. Parents will receive the survey information via the Principal's Update, Parent Square, Parent Newsletter, and SELAC.

Summer Professional Learning

Each summer, TL Staff Members participate in various summer professional learning, including, but not limited to AVID Summer Institute, AP Summer Institute, CABE, and more. When you are requesting approval, please complete these steps:

1. Email Katy Dunlap, Kristin Matthewson and Lauren Inman for initial approval.
2. Complete this [Conference Request form](#) and bring form (hard copy) to Lynn Tremolada for review/signatures.
3. Submit form (hard copy) to Kristin Mathewson for funding resource budget code/signatures.
4. Following your conference, work with Kristin Matthewson to get any travel expenses reimbursed.

Revamped TL Tutoring Website

We now have [a new and revamped TL Tutoring Website](#); a one-stop shop for tutoring links and tutoring requests located under the student tab of the TL Website. If you know students you think would make a good Peer Tutor, please send them to Steve Coleman or direct them to this website. It has the links to the Teacher Tutor schedule, links to Department specific help, etc etc. Please share this with parents, students by posting on Canvas. HUGE thanks to Kendra Rose and Matt Moore for their help with this.

AP Exam Prep & Workshops

After covid AP teachers requested needing some additional time to prep students for the exams in May. With increased access to AP classes and many of our students taking exams for the first time, I am extending the opportunity to all AP teachers who are interested to teach up to 6 additional hours on a timesheet. Feel free to do this before school, lunch, after school, or on a weekend (if I can make accommodations for access to the site). Lynn Tremolada will help with time sheets. This is optional of course and just an extra way to prep students, many of whom are English Learners, Special Education, and AVID students. Thanks again for welcoming ALL students into our most challenging courses at TL. Students deserve it!

AVID Recruitment

We will have a few spaces in AVID 10 and 11 next year; students have started to request AVID, but we are seeking staff recommendations as well. As a reminder, AVID students typically:

- Have the potential and desire to attend a four-year college after graduating.
- Are academically in the middle (2.5-3.5 GPA).
- Get good grades but could use support in higher level classes.
- Represent the first generation of their families to attend college.

Please complete [this short google recommendation form](#), and we will reach out to the students! Thank you!

Youth Leadership Program at UC Berkeley

The National Hispanic Institute has partnered with the University of California, Berkeley, to host the first annual California Bay Great Debate this July 5-10, 2023, for current 9th-grade students. I am writing to introduce a unique opportunity for high school students to develop their leadership skills through our summer leadership program. The program is designed to provide students with the tools and resources needed to become effective leaders in their schools and communities. Through a combination of workshops, mentoring, and immersive learning experiences, participants will advance their collaboration, problem-solving, and communication skills.

We are currently accepting nominations for students who demonstrate strong leadership potential and a commitment to making a positive impact in their communities. We encourage you to nominate **at least TEN** 9th-grade students who you believe would be a great fit for this program. [View the Nomination Flyer](#).

[CLICK HERE to nominate students](#). Please complete the nomination form by **February 1st** so we can provide students with more information and host a Zoom session to answer their questions. If you have any questions or need more information, please do not hesitate to contact me.