

June 5th-10th <i>Final Exam Week</i>						
5 Monday	6 Tuesday A Day Final Exams	7 Wednesday B Day Final Exams	8 Thursday A Day Final Exams	9 Friday B Day Final Exams	10 Saturday	
Materials Return 1-4:00 PM Front Office	Period	Time	Period	Time	Period	Time
	0 Final Part 1	7:25-8:25 AM	0 Final Part 2	7:25 - 8:25 AM	4th Final	8:30 – 10:30 AM
	1st Final	8:30 – 10:30 AM	2nd Final	8:30 – 10:30 AM	Brunch	10:30 – 10:45 AM
	Brunch	10:30 – 10:45 AM	Brunch	10:30 – 10:45 AM	5th Final	10:50 AM- 12:50 PM
	2nd	10:50 – 11:25 AM	3rd Final	10:50 AM - 12:50 PM	6th Final	8:30 – 10:30 AM
	3rd	11:30 AM– 12:05 PM	Materials Return 10:30 AM-2:00 PM Front Office	Graduation Practice MANDATORY 1:00 PM TL Football Field	Brunch	10:30 – 10:45 AM
	4th	12:10 – 12:50 PM*	End of Year Faculty Meeting (Library) 1-2:00 PM Agenda		7th Final	10:50 AM- 12:50 PM
	Lunch	12:50 - 1:30 PM			Graduation Ceremony 5:30 PM TL Football Field	
	5th	1:35 – 2:10 PM			Seniors arrive at GYM by 4:45 PM	
	6th	2:15– 2:50 PM				
7th	2:55 – 3:35 PM					
Materials Return 10:30 AM-2:00 PM Front Office						

Emergency subs for the week of June 5-9:

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
	Hartwell	Kerr	Bernheim	McNally	Coyne	

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

[Incoming Freshman - Principal's Message June 2023](#)

[Athletics Newsletter for June](#)

[Closing Bulletin TL Spring 2023](#)

Teacher end of year “sign out”

Before you leave in June, please take a moment to answer the following questions and complete this [2023 TLHS End-of-Year Checkout Form](#).

Final Exam Schedule

Here is the [Spring Final Exam Schedule 2022-23](#) for this week. 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 Kristin 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 and chargers, 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 and Commencement Ceremony

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.

Terra Linda's Commencement Ceremony will be held on the Trojan Athletic Field on **Friday, June 9, 2022 at 5:30 PM**, with a video available for families that cannot or choose not to attend immediately following. Please take a moment to review the [Graduation Overview for Staff](#) and [Graduation Practice Reminders for Line Leaders](#).

Spring Semester Grades DUE Tues. 6/13

Grades for the spring semester are due Tuesday, June 13th by 9:59PM.

Use these [instructions](#) to archive your Canvas courses, save your Canvas grades, create sandboxes, and prepare for the 23/24 school year.

Summer Assignments

Attention Honors and AP Teachers - A reminder, that if you choose to give a summer assignment this summer, they will continue to be recommended to ensure we continue to work together to eliminate access barriers to honor and AP. Students should make every effort to have this work completed by the time school starts in the fall in order to be well-prepared for each course, but will not be penalized if the work is not completed.

Since our website is transitioning to a new platform this year, summer assignments will be posted on [this Google Doc](#), which will be linked on the TL homepage.

Key Collection Due Date: Monday, June 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 - A message from Kendra Rose

It has been a wonderful and busy year in the library, and I'd like to say a huge thank you to our amazing TL community, both professionally and personally. I am grateful to be part of a school that celebrates literacy and a love of reading, and thankful I get to see those values in action every day while working in remarkable spaces with remarkable students.

I hope you take a moment to check out our [Spring '23 Newsletter](#) (for those that are interested, it does include a link to a video recording of Javier Zamora's recent visit!). And, of course, feel free to stop by the library for some summer reading before you head out next week!