

August					
<p><b>15 Monday</b></p> <p><b>Orientation</b>                      9th grade: 8:30-11:30                      10th grade: 9:30-11                      11th grade: 11-12:15                      12th grade: 12-12:45</p> <p><i>*Covid Tests distributed at Orientation</i></p>	<p><b>16 Tuesday</b></p> <p><b>Superintendent’s Welcome</b>                      8:30 - 9:30 AM  <i>San Rafael High School</i></p> <p><b>TL Staff Meeting</b>                      10-11 AM  <i>Black Box /Student Commons</i></p> <p><b>New Teacher Canvas Training</b>                      11-12 PM                      H2</p> <p><b>Chipotle Lunch!</b>                      11:30 - 1 PM  <i>Staff Lounge</i></p>	<p><b>17 Wednesday</b>  <i>Traditional Schedule</i></p> <p><b>First Student Day of 2022-2023 School Year</b></p>	<p><b>18 Thursday</b>  <i>A Day</i></p>	<p><b>19 Friday</b>  <i>B Day</i>  <b>Tutorial Period 1</b></p> <p>TL Spirit Pride: Day</p> <p><b>Football:</b>                      TL at SR (scrimmage)                      Time: TBD</p>	<p><b>20 Saturday</b></p>

Emergency subs for the week of August 15-19

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Newton	Arcangelo	Bedford	Crawford	Kibak	Lumsden	Robins

**Communications**

- [Principal’s Staff Update 8.9.2022](#)
- [Welcome Back Staff Memo 2022-23](#)
- [District Wide Welcome Back Message](#)

**Contacting Police**

Over the past few years SRCS along with many districts across the country phased out School Resource Officers in our schools. We recently met with the SRPD to discuss our community and school partnerships, and how to contact police in the event of an emergency.

**In an emergency in which SRPD is needed, call 911.**

**If you need to contact SRPD and it is not an immediate emergency, contact Dispatch at 415-485-3000.**

**Do NOT TEXT OR CALL AN OFFICER DIRECTLY - (Even if you think they are your BFF)**

While we have all gotten used to calling our “friend” at SRPD, the safest way to get emergency help is 911 or Dispatch. All staff (Administration, Counselors, Security, Teachers, Athletic Coaches, Classified Staff, etc) MUST follow these procedures. Please do not call your SRPD contacts directly. We all need to work together to keep our community safe.

## Teacher & Staff Folders

Each teacher, counselor, and office staff member will have received a packet of handouts delivered to their classroom or office this past Thursday, August 11th. The packet contained handouts including a bell schedule, calendar, grade reporting dates, emergency sub list, tutorial schedule and passes, emergency card, sub folder, adjunct duty form, and master schedule overages form. Please see Lynn Tremolada if there is any other paperwork you need. Thanks!

## Campus Hours

TL's campus is open on weekdays from 7:45 AM - 5:00 PM. An administrator will be on campus daily by 7:45 AM. Please note during 0 Period (7:25 - 8:25 AM), Karen Madden is the Administrative Designee. Early Flight students are not to access campus before 7:15 AM. A reminder that Alex Chapman will not be on campus Mondays as he is an 80% employee.

### Administrative Coverage:

Lauren Inman: Mondays

Maria Tinnel: Tuesdays & Thursdays

Alex Chapman: Wednesdays & Fridays

We are updating signage for all spaces with hours of operation. In addition, every teacher has a schedule outside their door with their class assignment and prep. All counselors, therapists, custodians, and clerical staff will have their name, position and hours posted by the workspace. With all the construction we have on campus and the relocation of many spaces, signage is essential. If you do not have a sign outside your classroom or workspace, see Lynn Tremolada. These signs are standardized to assist with clear communication and to ensure we have campus security.

## ALL Staff Identification Tags with Lanyards

As part of a district safety initiative, all Terra Linda employees will be required to wear Staff ID lanyards this year. To that end, it is important that ALL STAFF (certificated and classified) get their photo taken when Dorian photography is on campus on Monday, August 22nd. Please use part of your prep period to get your photo taken. Photos will be taken in the gym. Staff should go to the front of the photo line. When 2022-2023 ID cards are ready, Alex Chapman will deliver the lanyard to you.

If you are absent on August 22nd, there will be a make up photo opportunity on October 5th. Please make this a priority.

## Attendance Update and Seat Counts

SRCS now has CDE approval, which means all attendance and certification is done through Aeries. We no longer need to sign weekly attendance reports! However, we MUST take attendance daily within the period and day. You DO NOT have the 3 day window to fix any attendance errors. Maria Tinnel will oversee attendance, and Vickie Pryor-Knell will continue in her position as Attendance Clerk. Lynn Tremolada will continue to support us all!

We also need to report daily seat counts *for the first 6 days of school*. Please enter your attendance at the beginning of each class. Maria Tinnel will send a daily attendance reminder.

## Covid Tests - Distribution

Students will receive Covid Tests to take home at Orientation on Monday, August 15. Additional tests will be available in the Administration Office. Throughout the year we will distribute tests prior to extended breaks/holidays and school events.

## Tutorial

Tutorial Passes and updated [Tutorial Guidelines](#) have been distributed to all teachers. Please pass out tutorial passes to your 1st period on Thursday, August 18 (in preparation for our first tutorial on Friday) and take a moment to review tutorial procedures with your students. If you have questions regarding tutorial procedures, please reach out to Lauren Inman or Maria Tinnel. The tutorial schedule can be viewed in our [Master Schedule](#).

## Counseling

**Class schedules:** Please send any students who are *not* on your 'live' class rosters in Aeries to the Counseling office at the beginning of each class, so that we can ensure that schedules are accurate. Students who have been granted changes will be given a signed printout of the revised schedule to present to teachers.

### Counselor Assignments for grade 9:

[Mr. Moore](#): A-D      [Mr. Thompson](#): E-Mc      [Ms. Gatlin](#): Md-Z      [Ms. Posada](#): ELD/Newcomer + AVID

### Counselor Assignments for grades 10-12:

[Mr. Moore](#): A-F      [Mr. Thompson](#): G-M      [Ms. Gatlin](#): N-Z      [Ms. Posada](#): ELD/Newcomer + AVID

The deadline to request a schedule change is Wednesday, August 31st at 4 pm.  
Students should be checking their school email daily for updates.



**Counseling news and events:** We plan to send out monthly newsletters to students and parents again this year, and will post all of our academic planning information on our [Counseling site](#). Feel free to reach out at any time if you have questions about our [activities this year](#), and/or to drop by and visit us on the 2nd floor of the Student Commons. We'd love to see you!

## Grade Reporting Dates / Aeries & Canvas Gradebook Expectations

You can find the grade reporting dates for the 2022-23 school year [here](#). Teachers worked incredibly hard last year to keep their Canvas presence updated daily. We also had the majority of teachers use the Canvas/ Aeries sync for grades and grade reporting. We continue to encourage a weekly sync to reflect the most accurate grades in both locations. Instructional coaches and coordinators will work with our new staff to begin their [Canvas Course set up](#) on Tuesday, August 16. Departments will work on their Aeries gradebook set up during department meeting time on Wednesday, August 24.

## Fuel (Credit Recovery)

Maria Tinnel will be the administrator overseeing Fuel should you have any questions. We will share next steps with you when we have our process for student identification and enrollment ready.

## AERIES Student Portal and Canvas

Freshman English Teachers will be asked to assist their students with creating a new [AERIES Student Portal](#) by Wednesday, August 24th. An email from Lauren Inman will go out on Thursday, August 18th with detailed instructions.

**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.

## Adjunct Duties

Great news. This year our HR Department preloaded that Keenan Training and you should be receiving emails inviting you to complete the courses anytime now.

Adjunct duties have been reduced based on an MOU signed in June 2022 between SRFT and SRCS. All certificated staff members will have a total of 10 Adjunct Duty hours to complete, 5 of which will be completed through mandated trainings.

**We created this [Adjunct Duty Form 2022-23](#) for all certificated staff members to complete and submit at the end of the year during the check-out process.**

If you are interested in serving on a committee or supervising a school event, please confirm working an event with Maria Tinnel and track it on the Adjunct Duty Form.

Additional Opportunities for Adjunct Duties Beyond Letters of Recommendation include:

- Supervision of dances (Blacklight, Homecoming, Winter Formal, Spring Fling, Prom) 9 - 11 PM (except prom)
- Supervision of Drama and Music Performances 7-10 PM
- Membership in Site and District Committees (Curriculum Advisory Council, EL Task Force, Calendar Committee, Parcel Tax Committee, High School District Budget Committee, AVID Site Team, CTE District Meetings, CTE Site Team Meetings, District Technology Steering Committee, District Together 2024 Committee, TL Scholarship),
- ASB events: Karaoke Night, Club Day, Yearbook Signing,
- Rivalry Games (Bell Game - Football, Mission Game - Soccer, Homecoming Game - Football)

**SRCS SRFT Contractual Bargaining Agreement - Memorandum of Understanding:**

*As a result of the 8 additional hours added to the work year through the Early Release Wednesdays the parties agree to the following revised structure for adjunct duties: Adjunct Duties will be reduced from 25 to 18 total, with the eight additional hours added through Early Release days further reducing the requirement from 18 to 10. Of the remaining 10 hours, five hours will be allocated for Mandatory Keenan trainings (to be completed and documented by the employee). The remaining five hours may then be utilized for committee work and/or time spent writing letters of recommendation (to be completed and documented by the employee). In the event that a member spends more than five hours writing letters of recommendation, they will be paid for that time. The parties agree that members shall be credited with 30 minutes of hourly work for each letter of recommendation written. The member will be required to provide copies of the letters of recommendation to the site Principal as documentation to attach with the timesheet.*

## Campus Cleanup

Dean Chapman will be working with staff and students from day one to help our custodial class keep our schools clean. This message will be in the daily bulletin:

*A message from Dean Chapman: As we return to school, please ensure that we are all mindful about keeping campus clean. Be sure to clean up after yourself at lunch and during breaks and use the trash receptacles that are located around campus. Show your Trojan pride by keeping campus clean. Thank you in advance.*

## **Library & Technology**

Kendra Rose will be on our site full time this year! She will split her time between serving as our Teacher Librarian as well as an Instructional Coach. When she returns to campus, she will continue the work she began last year. As many teachers can attest to, having Kendra in this role is such a gift. She is a talented educator who has now dedicated her time to this new position as Teacher Librarian.

Kendra can provide support in the following areas:

- Bring students into the library for reading time, or just for a change of scenery.
- Book tastings/speed dating/read alouds
- Small group work
- Research/prep for lessons
- Push-in lessons: Academic database searches, Annotated bibliography, Evaluating sources based on a research goal  
In-text citations

Melanie Tyrell will continue in her role as Library Assistant. Please contact her to schedule book sign outs, library space usage (including study rooms), and other library needs.

## **Request for Teacher Assistant, Clerical Assistant, Library Aide, or Bilingual Tutor**

Provisions introduced in 2016 through the AB 1012 bill prompted us to create a stricter TA policy. As shared back in spring 2016, there are a limited number of spaces for students requesting Teacher Assistant, Clerical Assistant, Library Aide, and Bilingual Tutor courses. This year's policy is the same as in previous years.

*Please note:* Each teacher may only have one Teacher Assistant (this means overall, not per period). PE teachers combined may have two Teacher Assistants per period – one male, and one female. In regards to office staff, TAs will be assigned one per period for the front office, the counseling office, and one TA per period for the attendance office. This means the administrative office overall will have two TA's total per period. The library will have one Clerical Assistant per period. ELD Teachers may have up to two Bilingual Tutors per period.

All Teacher Assistants must be approved by administration prior to assignment. Teachers are responsible for keeping their Teacher Assistants busy for the entire period and having their TA's trained on the copy machine by Lynn Tremolada.