

November					
<b>14 Monday</b> Traditional  <b>United Against Hate Week</b> (brunch time activities)  <b>Granite Bay High Visit</b> Dunlap, Inman, Tinnel, Schoengart, Wilhoyte  <b>MSEL Teacher PD</b> 8:30 AM - 2 PM 100 Smith Ranch Rd	<b>15 Tuesday</b> A Day  <i>2nd Q Progress Grade Due 9:59 PM</i>  <b>K-12 Principal Meeting</b> 1 PM - 3 PM  <b>FRISK Training (All Admin)</b> 3 - 5 PM  <b>Secondary Curriculum Council Meeting</b> 4 - 5:15 PM zoom	<b>16 Wednesday</b> B Day Tutorial Period 1  <b>Lockdown Drill</b> <i>Will occur during tutorial around 10:45 AM</i>  <b>TL &amp; SR Ethnic Studies Collaboration</b> 3:15 - 4:45 PM Timesheets - Lynn zoom  <b>TL CTE Site Meeting</b> 3:15 - 4:15 PM Timesheets - Lynn Room 307	<b>17 Thursday</b> A Day  <b>MCAL Board of Managers</b> 9 - 11 AM Redwood High  <b>Marin Community Foundation &amp; COM Visit</b> 2:15 - 3:45 PM Instructor Ruth Jimenez Compass Room 107	<b>18 Friday</b> B Day Tutorial Period 2	<b>19 Saturday</b>

Emergency subs for the week of November 14-18:

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
	Otero	Kerr	Teakle	Little	Reid	Coleman

**Communications**

[Principal's Update 11.9.2022](#)

[Superintendent’s Message: Winning the Lottery Everyday](#)

**November Wednesday Meetings Overview**

*Wednesday, November 16: No meeting*

*Wednesday, November 23: Thanksgiving Break*

Wednesday, November 30: Faculty Meeting

**2nd Quarter Progress Report Grade\_Due Tues**

**It's that time again. Second Quarter Progress Report grades are due by 11/15/22 at 9:59 PM.**

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

- 1) Enter all your grades into Canvas *as soon as possible*.
- 2) Sync to Aeries - Here are the [instructions](#) if you need a refresher.
- 3) Compare your two grade books to ensure Canvas is synced to Aeries and **the grades from each gradebook match.**
- 4) Seek help ASAP if there is an issue.

As always, reach out to a coach if you need help, **but please do it early**. The last progress report was problem-free thanks to the hard work of all of you. Go team!

## ROP - Introduction to Education Careers

This spring 2023, we will be adding a **ROP Introduction to Education Careers** course with a paid summer student internship. The course will be taught during 7th period on the TLHS campus by TLHS CTE instructor Kendra Rose. Similar to ROP Medical, the ROP Careers in Education course will provide students with a paid summer internship as a paraprofessional in Marin County earning \$24 per hour.

This course will be open to students in grades 10-12 and will introduce students to careers in education including technology, administrative assistant, teaching, administration, business services, etc. Any student interested in enrolling in the ROP Introduction to Education Careers should complete this [google form](#).

## Newcomer Program - Expansion

This year in the High School District we significantly expanded our newcomer program at Bridge. Both TL and SR have seen an increase in recent enrollments, and with Bridge full we need to **open an additional cohort beginning on Monday, November 28th**. See [bell schedule for periods 3, 4, 5, 6](#).

Planning ahead we have advertised this position and communicated with all interested staff members. We were unable to identify enough TL staff interest, and therefore will have part of the assignment covered by a long-term sub who is credentialed in ELD. Listed below is the schedule for the new cohort:

Period 3: ELD 1A (Heidi Hallome, BCLAD substitute with a credential in Spanish)

Period 4: ELD 1B (Heidi Hallome, BCLAD substitute with a credential in Spanish)

Period 5: PE (Bilingual TL Teacher, Rodrigo Otero, who currently has a prep assigned this period)

Period 6: Algebra Readiness (Hallie Foster has prep - Currently teaches Algebra Readiness Period 4)

## Upcoming: Lockdown Drill - 1st Period Tutorial 11/16

In preparation for our upcoming drill, we decided to partner with SRPD and conduct a **traditional Lockdown Drill** versus a "Shelter in Place". The primary difference is that with a Lockdown Drill we fully secure all students in a darkened, silenced space (classroom, office, library, cafeteria, etc). *Note: A Shelter in Place Drill is much more flexible and occurs when there is trouble surrounding campus versus an immediate threat on campus.*

Please know that we intentionally planned this drill to take place on Wednesday, November 16th during 1st period tutorial (an especially challenging period). As you know, many students do not have a class during 1st and "hang out" around campus. Students roaming campus will be directed to the nearest space to shelter. In an emergency, this includes spaces beyond just your classrooms. Therefore you can usher in students as you lock your door, but once locked, **DO NOT** open the door for anyone. We (admin/ SRPD) will release you after announcing our presence. We anticipate this drill will take 10 minutes and will fall during tutorial at 10:50 - 11:00 AM.

A reminder for all staff to review the emergency drill protocols, including those published in your Emergency Response flip charts. This [Emergency Procedures- Student Version](#) can also be referred to. Lastly, New Emergency Backpacks have been distributed.

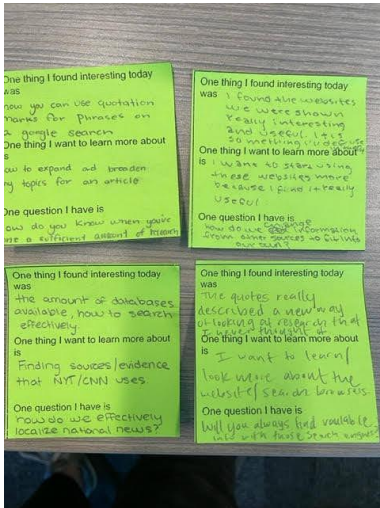
## Sports Update- NCS Water Polo

Congratulations to both the varsity boys and girls water polo teams on their North Coast Section postseason runs. The girls made it all the way to the Division 2 final four before a hard fought and narrow loss to Northgate. The varsity boys team will be playing for the Division 2 championship on November 12th at Marin Academy. For a live look at the water polo brackets, please follow this [link](#).

## American Fidelity

When was the last time you fully reviewed your insurance benefits to make sure you and your family have the coverage you need? Taking this time is important for your overall financial wellness. An American Fidelity account manager can review your current coverage and help you plan for the future. Schedule time to review your benefits on Monday, November 28th. Click [here](#) to sign up for your preferred time.

## Coaches Corner



Printing directly onto post-it notes can be a great tool for giving easy feedback to students, creating checklists for student assignments, annotating on texts, reflecting at the end of a class, or just keeping you, a busy educator, more organized. Here is an example of printed post-it exit tickets:

And here is a [template](#) for printing post-its of various sizes. Feel free to see Kendra in the library if you'd like help creating your own!

## The Inner Workings of Teen Social World

We are thrilled that Jeff Leiken from Evolution Mentoring will be joining Terra Linda again this year as a Parent Education Presentation on Tuesday, November 29th from 7-8:00pm in the TLHS Library.

Topic: *The Inner Workings of Teen Social world –what you should know and what you can do*

Your teen's social experiences can make or break not just their day, but their high school years and beyond. From changing peer groups, to evolving relationships, to excitement of first love to heartbreak disappointment of break ups... To the inexperienced person the littlest things can have the biggest impact. From being too timid to speak up to being judged to constantly comparing themselves to others, they need our help navigating these experiences to emerge more confident, mature and ready for adult life. Success and failures here matter, but learning and growing from them matters even more.

This presentation will explore the patterns of social experiences and different types of relationships they will likely encounter – some the same as we did and others are quite different in the modern age (like making online friends), and what we can do to prepare them proactively, react appropriately and help them thrive in spite of challenges they may face.

Translation in Spanish will be available!

## Designated Campus Eating Areas

As we finalize construction here at Terra Linda, we wanted to message an update about **designated eating areas** for the remainder of the 2022-2023 school year and beyond. Once construction is finished we will have access to more benches and eating spaces at the heart of campus.

We will be messaging to students and families that food will be permitted in the following locations only: Student Commons, Innovation Hub Courtyard, Tables located between Gym and Administration office, grassy area near the woodshop and auto

shop, and in the hallways. Students are still able to access the food trucks at the front of school, but they will then be directed to eat at one of the designated areas listed above.

The following places on campus will be **no** food zones: any area behind the student commons and cafeteria (this includes the tennis courts, gardens, autoshop and district office). Students will also not be allowed to eat in front of the school by the food trucks and will be directed to return to campus after purchasing food. The football and baseball fields in addition to the basketball and tennis courts will also be closed off during school hours from 7:30am to 5:00 pm.

Administration is asking that all Teachers message this at the end of the class period prior to break this week. Thank you in advance for helping to keep the campus clean.

### **Competition Gym Ribbon Cutting Ceremony - December 6th at 7 PM**

The Ribbon Cutting Ceremony for the Competition Gym will be held on Tuesday, December 6th between the Varsity Girls and Varsity Boys basketball games at 7:00 PM. Attendance to the games will be free of charge for all TLHS Staff, middle school students in the area, and Terra Linda students with a student ID. Our Ribbon Cutting Ceremony will feature our cheer team, school band and mascot, and we will have fun contests and music to enjoy during halftime. Please join us at this community event on December 6th at 7:00 PM!

### **Competition Gym & Main Office - Preliminary Opening Plans**

**The Competition Gymnasium will be accessible beginning Thursday, December 1st. NO access will be allowed prior to this date.** Please do not go on individual tours or access the site until December 1st. It is imperative that work is completed. If we push to get earlier access it does not benefit us! Many moves will be involved related to the opening of the Competition Gymnasium and re-opening of the Main Office Entrance.

- 1) **Attendance** Clerk Vickie Knell will relocate from the Innovation Hub Office to the Performance Hall Booth. This will now be the formal Attendance Office, easily accessible to all students and parents. *Attendance Office operational in Performance Hall Booth on Thursday, December 1st.*
- 2) **Bilingual Liaison** Nubia Barajas will relocate from the Innovation Hub Office to Speech Therapist Katheryn Werner's Office located in the Main Office Building. *Bilingual Liaison's Office operational in the Main Office on Thursday, December 1st.*
- 3) **Speech Therapist** Katheryn Werner's Office relocated to the Innovation Hub Office (Nubia Barajas previous space). *Speech Therapist's Office operational in the Innovation Hub beginning Wednesday, December 7th.*
- 4) **Main Office Entrance** relocated from Innovation Hub to the Front Office that has been closed up. Beginning Monday, November 28th Terra Linda High School will only be accessible to parents, visitors, etc through the Front Office by the Competition Gym. The exterior Innovation Hub doors will be locked and the Innovation Hub will no longer be a walk through. This message will be heavily communicated!
- 5) **Innovation Hub Conference Room** will no longer be accessible to staff for IEPs and SSTs after Friday, November 18th. IEPs will be held in classrooms. SSTs will be held in the Assistant Principal Offices (both will have large tables) or the new Conf Room in the Competition Gymnasium.

6) The **Innovation Hub** will return to being a secured classroom space beginning Monday, December 4th. The space will be utilized for instructional purposes only by the teachers of Room 312 (Kerr), Room H2 (Bernheim & Cummings), and H1 (Pryor and Thompson). Students will no longer be able to eat and hang out in this space. It will also not be a walkthrough,

and doors will be locked. Note: The Innovation Hub was designed for instructional purposes and was only used as a Main Office and lounge during construction. This area is unsupervised and only accessible with an instructor. *Beginning Monday, December 4th the Innovation Hub will be closed to students and staff except for instruction.*

7) **DP2 (Athletics Office)** transitions to the Competition Gymnasium on Thursday, December 1st. Athletics Director Steve Farbstein and Secretary Deana Dearborn will relocate to the Competition Gymnasium Office and Trainer Kit Holsten will relocate to the office next door. *These offices will be operational beginning Thursday, December 1st.* DP2 (Athletics Office) will be fully cleared out by December 16th (last day of the Fall semester) and DP2 removed from our campus.

8) **Physical Education & Weight Training Classes** will be held in the existing location for the remainder of the Fall Semester. Athletics will move into the new gym throughout December and we will need to adapt to the space and figure out campus security before holding any classes in this facility. Eventually we may utilize the Competition Gym (floor space only) for PE classes. The Conditioning Room in the new gym will not be accessible to PE and weight training classes. This space will be accessed by Athletics only under the supervision of a PE Instructor or Athletics Coach. Note: The existing gymnasium is being renovated and the locker rooms updated for our Physical Education Classes in 2023-24.

### HeadsUp Mini Grants

HeadsUp will award mini-grants of up to \$500 to support school enrichment in the arts, health, technology and literacy. Grants may be used for a program or supplies, but they must touch students directly (i.e. no proposals for professional development will be considered). Go to <https://www.donorschoose.org/teachers> and click "Get Started" to start your project grant request. You'll describe your students, shop online from stores like Amazon and Lakeshore (or request experiences like field trips for your students), and finish up by sharing it with the world! Most people spend about 20 minutes. Materials will be shipped to your school site. Any request should be a one-time ask for a specific project, guest speaker, field-trip, publication, etc. Please do not request items that should be funded through SRCS and TL general budgets (ie: basic classroom supplies, textbooks, etc). If you are not sure whether something would qualify for a good grant request, please see Katy. Get your projects up as soon as possible at <https://www.donorschoose.org/teachers>.

### AP Exam ordering and payment

Please continue to remind your students of our AP Exam ordering and payment procedures. Any student who DOES NOT plan to take the AP exam for your course must OPT OUT, immediately. If they do decide to cancel, they will be charged a cancellation fee. Payment is due by December 1.

### Substitute Teacher Recruitment: November 9th / 11:30 AM - 1:30 PM at MCOE



**Substitute Teacher Registration Fair**  
November 9, 2022  
11:30AM- 1:30PM  
Marin COE  
1111 Las Gallinas, San Rafael

Open to all interested in registering to substitute teach in Marin County. Application support all in one spot!

For application, bring your:

- Valid Government-issued ID
- Payment for permit (\$100 check, money order)
- Fingerprinting (\$50 check, cash, card, Venmo)
- Official college transcripts
- Basic skills information
- Copy of Immunization record (MMR & COVID)

For more information call:  
415-499-5854

MARIN COUNTY  
HUMAN SERVICES