



Tam High New Teacher Handbook

2022-2023

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Laura Keaton, Administrative Assistant

415-380-3510

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Master Schedule

Budget

Communications

Mill Valley Aware

Safe Routes

Staff Meetings

Site Council

School Site Plan

Parent Engagement/PTSA/THF

Community-Based Organizations (Success Network)

Appeals

Learning Leadership Team (Teacher Leadership)

Success Network

Department Liaison

Social Studies and Math

Classified Support

Front Office Staff, Librarian Aid, Budget Secretary, Custodial Staff

Karin Hatton, Assistant Principal Ext. 3518 khatton@tamdistrict.org	Andy Lieberman, Assistant Principal Ext. 3513 alieberman@tamdistrict.org	Tara Ranzy, Assistant Principal Ext. 3528 tranzy@tamdistrict.org
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Last name: G-M (Discipline, IEP/504) Master Schedule AVID/COMPASS APT Testing: Ca. Healthy Kids Survey/Youth Truth Survey Attendance Curriculum Council - District SLEP - Rotate Meeting (All) Independent Studies Success Network Department Liaison: Science, EL, Special Ed Classified Support: Data Specialist, Para Educators, Attendance Clerk and Food Services	Last names: A-F (Discipline, IEP/504) School Activities/ASB Technology Testing: AP Testing Attendance SOAR District Equity Team SLEP - Rotate Meeting (All) Restorative Practices Tam Ascent Program Yearbook Success Network Department Liaison Counseling and Wellness, PE, World Language Classified Support: College and Career, Wellness Specialist, Counseling Secretary	Last name: N-Z (Discipline, IEP/504) COVID / Safety Plan Graduation Campus Supervisors Attendance CAASPP SLEP - Rotate Meeting (All) Facilities Success Network Athletics/Athletic Boosters - Evening Meeting Department Liaison: Visual and Performing Arts, Applied Tech, and English Classified Support: Campus Supervisors, Health Specialist
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AP Secretaries: Patty Parnow (pparnow@tamdistrict.org) and Sylvia Mathews (smathews@tamdistrict.org)

Dean of Students Success and Intervention Support	
Nathan Bernstein (Dean of Student Success) nbernstein@tamdistrict.org Student and campus supervision Attendance and behavioral support (SART and SARB) Restorative Practices 504/IEP Meetings Success Network COST Team	Alyssa Sandner (Intervention Support) Asandner@tadmistrict.org Coordination of Services Team Success Network Coordination of Services Team (COST) Success Network Case Management Tam4Ward Plan Student Intervention

Mentor: Ben Cleaveland

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Introduction

Welcome to Tam High! The purpose of this handbook is to help you, the new teacher at Tam, become familiar with daily school operations. Throughout the year, you will be able to find information posted on our website at www.tamhigh.org, in the weekly Principal's memo (The Farr-Cyde), and in the Daily Bulletin, but please don't hesitate to ask questions by email at lkeaton@tamdistrict.org or by calling 380-3510 (Principal's office) or 380-3512/3514 (Assistant Principal's office).

For District and school policies, please read the *Student/Parent Handbook* which is posted on our website. This will help you become familiar with the school's expectations and requirements for students.

Your assigned teacher mentor, Ben Cleaveland, will coach you through any problems you may encounter, and is essential for helping you navigate through your first year at Tam. Feel free to contact them:

Ben Cleaveland
bcleaveland@tamdistrict.org

School Goals 2022-2023:

- Tamalpais High School will increase academic achievement for all students and accelerate academic growth of students of color, students with low SES, English Learners, SPED students, and foster youth.
- Tamalpais High School will provide and promote an environment that increases the racial consciousness of students while supporting the social, emotional well-being of students.
- Tamalpais High School will implement the Tam 4ward Multi Tiered System of Support Plan to intentionally and strategically use evidence to support students academically, social-emotionally, and behaviorally that will increase the graduation rate of our students enrolled in Academic Workshops and AVID and will increase the UC A-G eligibility of African American students from 50% to 85% and Latinx students from 46% to 85%.

The Beginning of the Year – Basic Survival 101:

Attendance

Person to see: Barbara Borruso, Attendance Clerk, Room 140, Wood Hall. 415-380-3521

Attendance is taken through Synergy. You must enter student tardies and absences in the classroom computer for each period of the day. The attendance for each class of the day must be entered by 3:30

pm. For the complete attendance policy, please pick up a copy from the main office or see the Student/Parent Handbook.

Audio/Visual Technology in the Classroom

If your issue is urgent, please contact Lowell Noble at the IT Helpdesk, accessible via the District portal, <http://portal.tamdistrict.org>.

Person to see: Lowell Noble, IT Systems Specialist, 380-3555.

Classrooms are equipped with LCD projectors and other specialized equipment. Email dmccann@tamdistrict.org for help with laptops, computers, and projectors. Tam Library also has many resources for your classroom. Please call or email <mailto:mmier@tamdistrict.org> to reserve the Library or for questions about books, magazines, cameras, laptops or other media.

Back to School Night

Person to see: Lead Learner, Mentor, Administrative Liaison to your department or the Administrative Assistant

Back to School Night is Thursday, September 8, from 6-8 pm. Specific information regarding this event will be shared with staff in the coming weeks. The purpose of the evening is for teachers to introduce themselves to the parents and to briefly go over the classroom setting, curriculum, class expectations and policies. It is **not** a night to talk about individual students; however, parents may be encouraged to set up future conferences. New teachers and mentors will meet in advance of Back to School Night to go over plans and answer any questions you may have.



Bell Schedule: Link to Calendars/Bell Schedules: <https://www.tamdistrict.org/domain/402>

BELL SCHEDULE

Tamalpais High School

Monday

1° 8:30 – 9:10
2° 9:20 – 10:00
3° 10:10 – 10:50
4° 11:00 – 11:40
Lunch 11:40 – 12:20
5° 12:30 – 1:10
6° 1:20 – 2:00
7° 2:10 – 2:50

Tuesday/Thursday

1° 8:30 – 10:00
2° 10:10 – 11:40
Lunch 11:40 – 12:20
3° 12:30 – 2:00
4° 2:10 – 3:40

Wednesday/Friday

5° 8:30 – 10:00
Tutorial 10:10 – 11:10
6° 11:20 – 12:50
Lunch 12:50 – 1:30
7° 1:40 – 3:10

Minimum Day

5° 8:30 – 9:50
6° 10:00-11:20
Break 11:20-11:30
7° 11:40 – 1:00

Classroom Policies

Person to see: Mentor, Lead Learner & Administrative Liaison to the department

It is vitally important to be very clear, very early with your students regarding what behavior is expected in your classroom. You should have a set of class guidelines or rules available to your students on the first or second day of classes. Feel free to talk with your Mentors about Tam's policy and general expectations regarding smartphones, food, drink, gum, trips to the nurse and bathroom breaks.

Computer Labs

Person to see: Lowell Noble, IT Systems Specialist

Chromebook carts are available for your classes. There is an online signup system that you can access through the Tam High portal at <http://portal.tamdistrict.org>. Contact Lowell Noble @ lnoble@tamdistrict.org for questions.

Computer Work Stations

All staff at Tam have a desk and computer or laptop with access to the internet. If you share a classroom, feel free to use the computer workstations set up in the Keyser Hall Staff Lounge, Room 326. The Library also has equipment for use, such as laptops and cameras, and can be borrowed. Please see Manny Mier, Library Specialist, for more information.

Copying

Photocopy machines are available for staff use in the Keyser Staff Lounge and Library. You will receive a department copy code for use of the photocopy machines. Please ask your mentor or other teachers if you need help with collating, stapling, or two sided copying. Robert Amaral provides paper for the machines and will assist with paper jams or service calls.

Daily Bulletin

Person to see: Laura Keaton, Administrative Assistant

The Daily Bulletin is posted on the tamhigh.org website everyday. The bulletin contains announcements and current information about school activities, reminders, and upcoming events. Please post the bulletin in your classroom or encourage your students to read it.

If you or your students would like to post an announcement in the bulletin, please email lkeaton@tamdistrict.org at least two days in advance.

Discipline

Person to see: Assistant Principal (AP)

Karin Hatton --	Student last name starts with G-M
Andy Lieberman --	Student last name starts with A-F
Tara Ranzy --	Student last name starts with N-Z

Discipline is often a difficult issue, but there are a number of people to help you. A good rule of thumb to remember is: Great lesson plans significantly reduce discipline issues. When kids are engaged, they have less reason to distract themselves or others. If you are having difficulty keeping your class as a whole under control, see the mentors or the Administrative Liaison to your department. **Please be proactive about seeking help.**

If you need to send a student out of class, please send an email to the AP Secretaries detailing why the student was removed from class or you may fill out a Referral Form and send it with the student to the Assistant Principals' office. You may call the AP office at 380-3512 or 380-3514 if you need a campus supervisor to assist you, or if you don't believe the student will go to the office on their own. You may also email the Assistant Principal's Secretary, Administrative Assistant, or campus supervisors.

On the referral form describe exactly what occurred. Please be prepared to call the student's parent and/or have a meeting with the parent if the student is removed from your class. The AP office will return the pink referral copy to you describing the results of his/her discipline with the student. The Assistant Principals' secretary will assist you in setting up appointments with Admin and/or parents if necessary. The AP can also answer your questions about policies and procedures regarding behavior contracts, consequences, suspensions, expulsions or SARB (School Attendance Review Board).

The Campus Supervisors are in charge of campus security, keeping the halls clear during class time, and keeping things orderly during breaks, lunch and after school. If you have any problems with student behavior in class or the hallways, call the Principal's or Assistant Principals' office for assistance. Someone will contact the campus supervisors for you if you need assistance.

For emergencies: see the Student Safety Response sheet which has numbers of staff to contact in the event of an emergency.

Frequently Used Forms

There is a form for everything – just click on this [link](#) or ask mentors/classified staff. Hard copies of the most frequently used forms are usually located in the main office or Assistant Principals' office.

Students are expected to have a pass when they are outside of the classroom. You will be given color coded laminated TA/Bathroom/Counseling, etc. passes. You should have a stack of Tutorial Passes and Hall Passes in your desk so you can easily handle students' needs. The purple passes will come from counseling or Admin. Please hand them to the appropriate student as soon as possible. If the student is absent or the student misses the appointment, please email the appropriate counselor to let them know.

Grading

Person to see: The Mentor, Lead Learner or the Administrative Liaison to your department.

It is imperative that students know how they will be graded, so a discussion of this and a handout indicating your grading policy early in the year will help tremendously. Many subsequent queries and concerns from counselors, administrators, and parents can be easily answered if you have a written policy in place. Review the District policy in the *Parent/Student Handbook and Course Guide*, and check with your department chair or mentor if you need any clarification on common practices. Teachers use the online grading program in Synergy. Students and parents like to see grades posted throughout the

year in Home Access. Please update your online gradebook every two weeks. Parents are able to support the process of educating students when they can hold the student accountable with current monitoring of grades through Home Access.

Keys

Person to see: Laura Keaton, Administrative Assistant for keys.

All keys are signed out with the Administrative Assistant in the Principal's Office.

Kitchen Facilities

Staff members are welcome to use the microwave, refrigerator and other items located in the Keyser Hall Staff Lounge and in the "Hawk's Nest" in the Student Center. Please keep these areas clean, and throw out any unused items. Label any personal items left in the refrigerator.

Parking Permits

Person to See: Sylvia Mathews, Assistant Principal's Secretary

You must display a valid THS/TUSHD parking permit on your vehicle at all times. Staff parking is available on the Miller lot as well as behind the Ceramics building.

Paychecks

Your paycheck will be issued every month on the last business day of the month. Most employees use direct-deposit to have their check deposited automatically. Contact Jessica Ochoa in payroll for additional direct-deposit forms. If you do not use direct-deposit, your check will be mailed to you.

Principal's Weekly Bulletin (the Farr-Cycle)

Each week, the principal distributes a memo via email. You are expected to read the memo by your next available conference period. The memo contains the calendar for the working week as well as important announcements.

Purchase Orders (POs), Reimbursements, etc.

Person to see: Lisa Giuliani, Budget Secretary, Room 120, Wood Hall

Click on this [link](#) for all accounting information including purchase orders, reimbursements and forms.

Room Repairs and Custodial Needs

Person to see: Robert Amaral, Lead Custodian; Tara Ranzy, Assistant Principal

J.C. Farr is the Administrator in charge of Facilities. Any unusual requests for custodial services should first be approved by J.C.. Routine facilities requests can be made directly to Robert Amaral, who oversees maintenance and operations at Tam High by calling 415-716-2988, or the Assistant Principals' Secretary at 380-3512 or 380-3514. For classroom repairs or deliveries, please fill out a Work Order Form. The forms are available online under Staff Resources, or you can get a hard copy from the Assistant Principals' office.

Schedule Conflicts

Person to see: Counselors or Jane Shapiro, Counseling Secretary 415-380-3537

At the beginning of the year, you may have students in your classes who are incorrectly scheduled. Please tell students to stay in the classroom until they receive a new schedule from the counselor. The student can make an appointment with their counselor during lunch or breaks, not during class time. Do not release the student to go to the counseling office unless they have a hall pass. If there is an urgent issue with scheduling you may email the student's counselor directly. You can find out who a student's counselor is on their e-school profile.

The Counseling Secretary, Jane Shapiro, also registers new students and withdraws students. She can be reached at 380-3537. The counseling office is typically overwhelmed at the beginning of each semester, so your help in reducing the traffic flow is appreciated.

Special Education

Person to See: Special Education Teachers (Preston Picus - Angela Hopper –Special Ed Teacher and Counselors). If you have Special Education students in your classes, you will receive information about each of them from their Special Education teacher in the first few weeks of school. If you have questions about a Special Ed student, contact the student's Special Ed teacher. If you are concerned a student may need Special Education evaluation or resources, make a referral to the student's counselor (please note that we don't have conversations with parents about special education services, but instead refer them to their counselor).

Staff Lounge

Person to see: Mentor/Teacher Leader or Custodians

Tam's Staff Lounge is located in Keyser Hall, Room 326, and contains two copiers for duplication, a 3-hole punch drill, shredding receptacle, restrooms, a small kitchen, computers and a printer.

Substitutes

Person to see: Administrative Assistant, Laura Keaton 415-380-3510

Substitute teachers may be scheduled through Frontline Absence Management or by arranging with a substitute teacher directly. If you do arrange for a sub directly, you will still need to enter your absence in Frontline and assign that sub. **Be sure you have confirmation from your sub before assigning them!** You can ask the Admin Assistant to recommend a good sub and/or for Frontline instructions.

Frontline Absence Management Website: <https://www.aesoponline.com/login2.asp>

Leah Noble-Christoff, Director, Human Resources, will set up your Frontline account and email your user login information. **Be sure to request a sub as soon as possible**, to avoid unfilled jobs. The system may not work if you call after 6:30 am on the day you need the substitute. Please email Laura at lkeaton@tamdistrict.org to inform the Main Office of your absence. If a sub job is not filled in Frontline, please reach out to your department team members to request assistance with coverage of your classes.

Be sure to leave a lesson plan on your desk or in the case of a last minute illness, you can email the plan to the Principal's office (but know that it's often very busy at Laura's desk in the morning and she may not get to your sub plans right away). You should have an emergency lesson plan and seating chart on your desk. It's also a good idea to have instructions near the technology you may ask your sub to use.

Technology Protocol: Please see the enclosed Memorandum (Appendix C) regarding technology use and substitute teachers. A system must be in place regarding the checking in and out of all technology devices. Please attach your protocol to your substitute lesson plan and provide the Administrative Assistant with the code to your ipad or chromebook cart.

Supervision Assignments

Person to See: Sylvia Mathews (AP Office)

Each teacher in the Tam District is required to assist in some way with supervision of student activities. A point system is used where different types of supervision earn different amounts of points. Each teacher must earn 75 points during the school year. You will receive an email with available opportunities and you may sign up for activities which most interest you or are most convenient for you.

Supplies

Person to see: Administrative Liaison to the Department or Budget Secretary

All instructional supply money for the school is divided among the departments. This means all supplies are paid for by Administration, so let know your Administrative Liaison know what you need.

The Tam High Foundation allows teachers to be reimbursed up to **\$150 for classroom supplies** each year. Submit your receipts in an envelope with your name to the Foundation mailbox and they will give you a check!

If you have a project or idea for a new program, the Tam High Foundation funds mini and major grants for your classroom or department. Ask your mentor or for details, or wait for the Foundation email with guidelines and deadlines during the school year.

Telephone and Email

Person to see: Lowell Noble, IT Systems Specialist

The Human Resource Department will have you sign an Internet Agreement Form. This is needed for the Ed Tech to get you set up with the Microsoft Office Outlook email system and an assigned four-digit telephone extension number. The District phone system allows you to dial from a school phone to anyone in the District with a four-digit number. A Directory of extensions is on the website. The Administrative Assistant can provide a hard copy of Tam High extensions and instructions for setting up your voicemail. Your voice messages can be accessed on your RingCentral app, your phone or through your email account.

To dial a number outside of the District, dial Area Code and number.

Email is for school use only. The District Office has the capability and right to read your school email. It is recommended that you scan email daily and respond to emails within a day or two.

Textbooks, Textbook Bills

Person to see: Teacher Leader to your department, Library Specialist, or Budget Secretary

The Teacher Leader of your department will tell you which textbooks you will be using and will give you teacher's editions. Please be sure to correctly and accurately check out books for students. Ask your mentor for details. Scanning the books out in the fall and back in at the end of the school year is necessary to make students accountable for returning textbooks.

Students are responsible for the loss or damage to books checked out to them. Remind students of the cost of the book and the importance of returning books in good condition.

Tutorial

Person to see: Mentors or Teacher Leader/Administrative Liaison to your department

Most teachers supervise a tutorial class averaging about 20 students on both Wednesday and Friday from 10:10-11:10. The tutorial classes are grouped together by grade level or subject, and it's likely that you will know the students in your tutorial from your other classes.

Take attendance before allowing students to go to other classrooms, and keep a list of where the students are going. Students wishing to meet with other teachers during tutorial must get a tutorial pass from that teacher PRIOR to tutorial. Students without a pass must stay in their assigned tutorial room. Students may NOT leave your class or go to the library unless they make arrangements in advance for a tutorial pass.

The intent of the tutorial is to provide students with a quiet environment for studying and receiving help from peers and teachers. It is expected that you will provide the structure necessary to maintain an effective learning environment. Campus Supervisors will appreciate your efforts to keep students in class during tutorial unless they have a pass.

Website

Person to see: Mentor or Website Manager Skip Lovelady (slovelady@tamdistrict.org)

All teachers at Tam have a place on tamhigh.org for a website. Please post contact information and your current syllabus. The website manager, Skip Lovelady, will set up a link for you on the SchoolWires website for your webpage. You can also create your own website using another server and have your name link to that site. Cruise around the various teachers' sites to see how they use the web for homework, announcements and reminders. Websites are a good way to let parents in on what's going on at school and help kids keep up with homework when they are absent.

BEYOND THE BASICS

Activities/Leadership

Person to see: AP Andy Lieberman or Laura Erickson & Jonathan Chan, Leadership Advisors

Andy Lieberman is the Assistant Principal overseeing student activities. See him or the Leadership Advisors if you have questions regarding assemblies or other school events and activities. There are usually three mandatory assemblies during tutorial at the beginning, middle and end of the school year. The other assemblies are voluntary.

Teachers are required to perform extracurricular supervision (such as games and dances) during the school year. You can select your options on an online sign-up sheet at the beginning of the school year. Please check your calendar before you commit to supervising. If you would like to be a class advisor or club sponsor, please talk to Andy Lieberman.

Class Rosters, Grades, Progress Reports, and Data Processing

Person to see: Mehreen Ahmad, IT, ext. 3522

There are six report periods in the school year. Report periods 1, 2, 4, and 5 are basically “progress reports.” Only the Semester 1 and 2 grades are permanent on the student transcript, but you are required to enter grades for all six grading periods. Your mentor can give you instructions on how to use the computer system. You may also use a paper gradebook in addition, but the grades must be entered electronically for the grading periods.

Be proactive about grades and let students and parents know when they get behind in your class. Home Access is an easy way to allow parents and students to see their current grade. Enter your grades on a regular basis. Be sure to email or call parents when a student is failing or when grades begin to drop. If you teach seniors, it is extremely important to keep students, parents, and the counselors informed when the student is in danger of failing. This is especially true if the course is required for graduation. Contact the parent personally well in advance of graduation, and make sure to document it with an email to the counselor as well.

Mehreen Ahmad is in charge of report cards, grades, grade changes, and student schedules. The grading periods are listed on the Tam calendar, and reminder emails will be sent on a regular basis when you need to enter grades. Also read the weekly memo to keep up with deadlines.

Evaluation

Person to see: Mentor, Administrative Evaluator, Union Rep

Each new teacher will go through a formal evaluation cycle during the year. An administrator will be assigned to evaluate your teaching through classroom observations. Please read your contract, talk to your mentor, or ask the School Union Rep about the process. A new teacher lunch will address this topic in detail.

Field Trips

Person to see: Laura Keaton, Administrative Assistant

The Field Trip Request Form, Student, Driver, and Chaperone forms are available in the main office and on the website. Field trips require advance planning and approval. It is recommended that requests be submitted as far in advance as possible out of consideration for other teachers’ planning, and to allow time to collect the required student forms. Please see the website for further details on field trips.

(<https://www.tamdistrict.org/domain/489>)

Please note that your Field Trip packet will not be accepted until it is complete.

If your students will be missing other classes they must get signatures from teachers as well as parents. Make early deadlines for return of the forms and insist that students adhere to the deadlines in order for them to participate. On the day of the trip, be sure to give the Attendance Clerk, Barbara Borruso, a list of the participants so that she can clear absences.

Overnight trips require even more advance planning including District approval or both District and Board approval.

Library

Person to see: Manny Mier, Library Specialist

The Library has many important resources in addition to the collection of books and periodicals. Laptops, flip cameras, scanners, printers, copiers and more are available for both staff and student use. A collection of films and books on CD are also available.

You may reserve the library for class use by contacting Manny Mier with the date and periods desired. Reserve the space as far in advance as possible. Only half of a ninety minute block period may be reserved, to accommodate as many classes as possible. Do not send individual students to the Library during class periods unless you call first, as the Library is busy on most days.

Lunch Room

Person to see: Lily Assefa, Food Service

The staff lunchroom is located adjacent to the cafeteria in the Student Center, and is known as “the Hawk’s Nest.” Salads, soup, sandwiches, fresh fruit, drinks, and a variety of other lunch items and specials can be purchased for a nominal cost. Both breakfast, lunch and snack foods are served. You may eat lunch there in the staff room, or also in the Staff Lounge, Keyser Hall, if you do not choose to stay in your classroom or go off campus.

Mailing (U.S. and District)

Person to see: AP Office

A mailbox for outgoing U. S. mail and inter-office mail is located in the Main Office. Inter-office mail is picked up daily by about 9:15 am, and U. S. mail pickup and delivery varies, but currently is here by 1:00 pm. Unstamped mail for school business will be stamped daily in the Main Office.

Incoming mail is sorted in the Main Office, and then put in the teacher mailboxes in the Main Office.

Meetings

Person to see: Principal or Mentors

Staff Meeting time is scheduled on Mondays from 3:00-4:00 pm. Attendance at staff meetings is required. If you are, for some reason, unable to attend, please contact an administrator in advance. Admin will advise in the weekly memo whether these meetings are for departments, collaboration, or all staff. The locations vary. District-wide meeting times are usually on minimum days – one each semester.

Professional Growth and Staff Development

Person to see: Teacher Leader/Administrative Liaison to the department or Mentors

Check with your mentor regarding teaching credential requirements for professional development.

New teachers will meet together with mentors and administrators throughout the year to discuss issues related to their personal growth as teachers. Issues such as classroom management, motivating students, and assessment techniques will be discussed in an informal setting. Each new teacher will receive mentoring and coaching according to their needs and their credentialing requirements. Please don't hesitate to ask for more time with your mentor. New teachers will participate in a 2-year District-Wide Induction and Professional Development Program. New teachers who don't have a cleared credential will participate in the BTSA Program. See your mentor for details.

Teachers are required to attend Staff Development Day activities both at the site and at the district. Part-time teachers are compensated for this additional time by submitting a timesheet. Ask the Admin Assistant for help with this. If you cannot attend a Staff Development day, email or call your Administrative Liaison to the department and the Administrative Assistant.

You may participate in conferences or other types of Staff Development if funds are available at the site or District level. Staff Development request forms are available in the main office.

Shredding and Recycling

Shredding receptacles for confidential documents are located in Keyser Hall, Rm 326, and the main office. The items are stored in the secure box until collected and shredded off site. If the receptacle is full or cannot contain all of your shredding, you may use a cardboard box clearly labeled "for shredding." Cover the box with a lid and tape it before placing it in close proximity to the shredding receptacle.

Students in Leadership have handled the collection of recyclable materials. Usually the teacher in charge will send an email to alert you to the time for putting bins outside your classroom door. You are encouraged to use paper sparingly, and to recycle as much as possible.

Student Records

Person to see: Mehreen Ahmad, Data Specialist; Jane Shapiro, Counseling Secretary; Barbara Borruso, Attendance Clerk.

Mehreen Ahmad is in charge of data processing for grades and student class schedules. Progress reports are printed by Mehreen Ahmad and grade change forms are submitted to her.

Student enrollment and withdrawals from Tam are handled by Jane Shapiro, Registrar and Counseling Secretary. Students who drop in the middle of the school year should have you sign a drop form to show that they have returned all materials and books.

The student cumulative files are managed and stored in the counseling office. These records are confidential and should be used with discretion. The Special Education department stores the IEP files, and will keep you advised of student accommodations. Attendance records are found in the Attendance office (Room 113, Barbara Borruso).

Support Services

Person to see: Assistant Principals or the Counselors

The Support Services program at Tam is an extensive and well-developed safety net for students experiencing academic or personal difficulties and challenges. Ralph Wilson and Sergio Chavez are veteran campus staff assistants who are familiar with all the students at Tam High.

In addition to the academic counselors (Alex Hunt, Sandra Pula, Molly Couto, Cheryl Lua and Tyrone Robinson), Tam has both full and part time counselors and psychologists on staff. The District Health Specialist, Lisa Callaghan, is here on Mondays (alternating), Tuesdays, Wednesdays and Fridays. Nancy Parnow,, School Nurse, is here on Thursdays.

Emi Abe is the College and Career Specialist. She handles college planning for seniors, surveys, SAT prep classes, a job board, and many other helpful resources.

Visitors and Guest Speakers on Campus

Person to see: AP Office

All visitors must sign in at the Assistant Principals' office and have an appointment before going to classrooms. All guests on campus are required to wear a visitor's badge.

If you would like to have a guest speaker, you must get approval from the Principal by filling out a "Request for Use of Outside Resources" form in advance of the visit.

THE END OF THE SEMESTER/YEAR

Book Bills and Student/Staff Clearance

Person to see: Budget Secretary, the Administrative Liaison to the department or the Administrative Assistant

Textbooks are tracked by scanning them in and out of the system. Please be sure to get instructions and ask for help before issuing textbooks to students. As textbooks are returned, be sure to scan them back into the system correctly to avoid creating a bill for a student who has returned the book. Do everything possible to obtain all books from students at the end of the semester or year. Be sure to create a book bill for students who return damaged books.

As part of their clearance, Seniors must get your signature to indicate whether they have returned all books and materials. Require the return of books at least a week before graduation day.

All staff are required to complete a clearance form before leaving for the summer. This is basically a checklist of things to do. You will not have to turn in keys if you will be returning in the fall.

Your semester grades are due within a week of the last day of the semester. The due dates are posted on the Tam website and will be in the weekly memo.

Don't forget to check your room!

It is important to have valuable items in your room locked away and leave your room in orderly condition each day and especially before you leave for the summer. Community Education classes, camps, or other groups may use your classroom in the evening or during the summer. The custodial crew does a thorough cleaning each summer, and will do repairs or modifications at this time. It is best to label items if you do or do not want them moved during the summer break.

Final Exam Schedule

You will receive a copy of the final exam schedule near the end of each semester. They will also be posted on the Tam High website at <https://www.tamdistrict.org/domain/402>. Seniors take their exams the week before the last week of school. Seniors have activities and grad practice the last week of school. Graduation is on June 8th, at 3:00 pm, on the Football Field. CONGRATULATIONS!

Written by Patricia Holland and Sharilyn Scharf
Revised July 2022

Appendix A: Who Does What at Tam?

Administration:

Principal: JC Farr; Administrative Assistant, Laura Keaton
Assistant Principal: Karin Hatton; Administrative Assistant, Jenny Poster
Assistant Principal: Kaki McLachlan; Administrative Assistant, Patty Parnow
Assistant Principal: TBD; Administrative Assistant, Sylvia Mathews

Athletic Director: Nathan Johnson

Attendance: Barbara Borruso

Budget/Purchase Orders: Lisa Giuliani

College & Career Center: Emi Abe

Computers/Educational Technology: Lowell Noble

Counselors (All in Wood Hall): Molly Cuoto, Alex Hunt, Cheryl Lua, Sandra Pula, Tyrone Robinson

Custodians: Lead Custodian – Robert Amaral

Daily Bulletin: Laura Keaton

Will be emailed to you five times a week.

Email Laura if you have information you would like represented in the Daily Bulletin.

Grades and Progress Reports: IT Data Specialist – Mehreen Ahmad

Health Specialist: Lisa Callaghan, Room 113, ext. 1014

Keys: Laura Keaton

Library Specialist: Manny Mier

Mail: Your box for school, district and incoming U.S. mail is marked by last name in the front office located in Wood Hall. Outgoing mail (stamped) can be placed in a bin in mailroom.

Mentors: Ben Cleaveland (bcleaveland@tamdistrict.org) 6

Nurse: Nancy Parnow (nparnow@tamdistrict.org) (on Thursdays)

Parking Permits: Sylvia Mathews

School Board Trustees: Karen Loebbaka (president), Dan Oppenheim (clerk), Leslie Harlander, Cynthia Roenisch and Kevin Saavedra are the current board of Trustees. They are elected community members who set policy for

the Superintendent to carry out. They have the final say on educational policy for the district and are accountable to the community at large. They visit classes periodically and like to stop in to see new teachers.

Staff Development Days: Administration

Student Activities: Laura Erickson (Science) & Jonathan Chan (Science) organizes student government & leadership class as well as campus wide activities including assemblies and rallies.

Student Records and Transcripts: Jane Shapiro

Substitutes: See principal's administrative assistant, Laura Keaton, for information. You are expected to secure your own substitute either through the Frontline Absence Management system or through communication with the individual. If you secure your own sub not in the Frontline system, please enter your absence in Frontline and assign that sub (be sure the sub has confirmed the assignment). Also, please send Laura an email letting her know the details so she can have a key and packet ready for them.

Teacher's Union (Tamalpais Teachers): President is Ann Jaime (Redwood). Email ajaime@tamdistrict.org with any questions about contract or other workplace issues. Tam High TFT reps: Mike Levinson & Nicole Pelletier.

Appendix B: Some Local Lingo...

Academic Workshop (AW): Class with low student-teacher ratio designed to work with students not receiving Special Education services who need help structuring their studies and work habits or who are "at risk." Teachers are expected to keep regular contact with AW teachers with regards to any AW students they have in their classes. They are here to help you help the kids.

Advancement Via Individual Determination (AVID): AVID is an elective offering for Freshmen, Sophomores & Juniors at Tam this year. Students in AVID learn organizational skills, self-advocacy and start to build their path towards college.

BACR (Bay Area Community Resources): Outside agency that supplies personal counseling interns for students in need of emotional and substance abuse support - meetings conducted in the counseling office. Many "blue passes" from the counseling office are for BACR meetings.

BTSA (Beginning Teacher Support and Assessment program): BTSA is a state program for teachers in their first and second years in the profession coordinated by the Marin County Office of Education (MCOE). Mentor Teachers and others act as support providers for those who need this program.

Community Based Organizations (CBO's):

CSEA (California School Employees Association): The classified staff's union.

D.O. (District Office): Behind Redwood campus where Kreps Meeting Room, Human Resources, Assistant Superintendent and Superintendent's Offices are located.

I.E.P. (Individual Education Plan): For those students identified as able to receive services in special education, an IEP meeting is held yearly. An administrator, counselor, special education teacher, one regular classroom teacher, and any other appropriate district personnel attend the meetings.

MCOE (Marin County Office of Education): Mary Jane Burke, county superintendent. Located in the Terra Linda area of San Rafael. This office administers many of the Special Education and Regional Occupation programs. BTSA trainings are here as well.

MCAL (Marin County Athletic League): The organization that governs interscholastic athletics in the county. Includes Redwood, Tamalpais, Drake, San Rafael, Terra Linda, Novato, San Marin, Branson, Marin Catholic & Justin Siena.

Mentor Teacher: Provide confidential support for all teachers, in particular first and second year teachers. In addition, mentors orient first year teachers to the district and school site along with helping in the Instructional Design development and BTSA program.

PTSA (Parent, Teacher and Student Association): (see Community - PTSA at <https://www.tamdistrict.org/domain/472>) Active parent organization that teachers are encouraged to join. This group publishes a newsletter, organizes volunteers, sponsors special programs, and raises hundreds of thousands of dollars for campus and classroom projects through their support fund grants.

SST (Student Study Team): -- This group includes the counselor, parents, student, and teachers. This is basically a parent/teacher meeting taken up one more notch to include all of the teachers and counselor.

TFT (Tamalpais Federation of Teachers): The teachers union. Ann Jaime is president. Each site has two teacher reps. At Tam they are Matt Tierney and Nicole Peltier.

TUHSD: Tamalpais Union High School District.

504 Plan: Students who receive accommodations in the regular classroom will have a plan that spells out what special needs a student has and how these can better be met in the classroom setting. These students are not usually enrolled in a separate Special Education class. Special needs can range from medical to emotional to learning-based.

Appendix C: Technology Memo

Tamalpais High School

Office of the Principal

To: Certificated Staff
From: Tam Administration
Date: March 3, 2016
Re: Tam High Theft Update and Classroom Technology

Dear Staff:

The purpose of this memorandum is to 1) provide an update regarding the thefts that occurred last semester 2) communicate expectations for technology use by substitute teachers, and 3) the process to be followed when you think a theft of any kind has occurred in your class or at our school.

Theft Update

On Friday December 18, 2015, 25 iPads were stolen from a classroom while there was a substitute teacher. This theft was not discovered until staff returned from Winter Break. Following a lengthy investigation, four students were identified as the perpetrators, with the identity of one student still unknown. Appropriate disciplinary action was taken.

Expectations for Technology Use When Teachers Utilize Substitutes

It is recognized that it is not realistic for teachers to refrain from allowing a substitute to use technology in their absence. Therefore, we expect that teachers take precautions to secure classroom technology equipment when utilizing a substitute.

Please cut and paste the following into any sub plans that require the use of technology.

1. Before class begins, count the number of devices in the cart, and write that down in a place only you have access to
2. Hand out devices according to the teacher's protocol
3. At the end of class, count the devices to ensure all of them have been returned
4. In the event there are missing devices, do not let any students leave, call one of the following numbers and ask for a campus assistant to come to your classroom:

Name	Extension
Patty Parnow – Assistant Principal Secretary	3512

Sylvia Mathews - Assistant Principal Secretary	3514
Jenny Poster – Assistant Principal Secretary	3515
Laura Keaton – Principal Secretary	3510
Karin Hatton – Assistant Principal	3518
Kaki McLachlan – Assistant Principal	3513
Connor Snow - Assistant Principal	3528

Reporting a Theft

If you notice missing devices or are aware of any reported theft on campus, please contact the main office a.s.a.p. so that we can dispatch a campus assistant to investigate.

If you have any questions, please let us know.

Sincerely,

Tam Admin