

Teachers,

Robi Cole will be stepping in as the substitute principal when I step out to welcome my son earthside.

Robi has lots of school admin experience and will be a great consultant or support for discipline issues or in the event of an emergency. Robi will also be helping with lunch/hallway duties and pushing a few projects forward for us.

As usual, please use the SSC and/or the Learning Lab (as dictated by the situation) and our SSC and Learning Lab folks know to reach out to Kat, Caleb, Addy, or Renee for support as needed.

Below is the information that I have shared with Robi as well!

Robi's cell is 541-948-2584.

Robi - THANK YOU for helping out!

-Zach

Jennifer Scalley - Office Manager Radio & Cell (541) 815-8362	Zach's Cell: (858) 231-2039
Kat Tomsic - RMS Student Success Instructor Radio & Cell 925-922-7870	Caleb Campbell - Campus Safety Radio & Cell (541) 420-0098
Renee Herman - RHS Student Success Clinician Cell (425) 652-1870	Addy Torian - Counselor Cell (971) 227-8894

BELL SCHEDULE:



**RMS/RHS
Bell Schedule 2023-24**



Middle School M, T, Th, F 6 period		
8:20	Doors Open - Breakfast	
8:45 - 9:50	Period 1	65
9:55 - 10:55	Period 2	60
<small>snack/passing - 10 min</small>		
11:05 - 12:05	Period 3	60
12:10 - 1:00	Period 4 Crew	50
1:00 - 1:15 1:15 - 1:35	LUNCH/RECESS (35+5)	
1:40 - 2:40	Period 5	60
2:45 - 3:45	Period 6	60

High School M, T, Th, F 5 period		
8:20	Doors Open - Breakfast	
8:45 - 10:00	Period 1	75
<small>snack/passing - 10</small>		
10:10 - 11:25	Period 2	75
11:30 - 12:30	Period 3 Crew	60
12:30 - 1:05	LUNCH (35+5)	
1:10 - 2:25	Period 4	75
2:30 - 3:45	Period 5	75

Middle School - WEDNESDAY		
8:20	Doors Open - Breakfast	
8:45 - 9:40	Period 1	55
9:45 - 10:40	Period 2	55
10:45 - 11:40	Period 3	55
11:40 - 12:20	LUNCH/RECESS (35+5)	
12:20 - 1:15	Period 5	55
1:20 - 2:15	Period 6	55
SIW		

High School - WEDNESDAY		
8:20	Doors Open - Breakfast	
8:45-9:55	Period 1	70
10:00-11:10	Period 2	70
11:15 - 12:25	Period 4	70
12:25 - 1:05	LUNCH (35+5)	
1:05-2:15	Period 5	70
SIW		

LINKS:

[Staff Blog \(includes upcoming dates\)](#)

[Behavior Management Doc](#) - lots of good info here to familiarize yourself with!

[Staff Handbook \(miscellaneous\)](#)

[RMS "Schmortal" \(includes links to just about everything going on in the middle school\)](#)

Schedules: [MS](#) & [HS](#)

Supervision/Duty Coverage

While I don't have any specific duties self-assigned anymore, here are some times that could use additional supervision:

- 8:20-8:45 Cafeteria and/or Parking Lot - *Cafeteria is where middle school students congregate before school so often could use extra supervision*
- 10:00-10:10 Cafeteria & High School Hallways - *Longer passing period (not on Wednesdays)*
- 10:55-11:05 Cafeteria & Middle School Hallways - *Snack break (no snack on Wednesdays)*
- 12:30-1:35 High School, then Middle School Lunches - *do at least one parking lot lap during high school lunch. Sweep students out of hallways during middle school lunch (11:40-1:05 on Wednesdays)*
- 3:45-3:55 Parking Lot

Additionally, ALL middle school passing periods could use additional supervision in the hallways. Students should not be on iPads, roughhousing, or running.

Student Support

Caleb Campbell - Campus Safety & Fieldwork Coordinator (Shared Middle/High School)

Kat Tomsic - Student Success Coordinator (Middle School)

Addy Torian - Counselor (Shared Middle/High School)

Ian White - Middle School PE Teacher & Detention Supervisor

Kat and Caleb are our behavior "first responders" which means that they will field and filter all teacher behavior reports. They are very capable of handling all low- to mid-level incidents, but I would prefer that they are not left to make difficult parent phone calls or assign more significant consequences like suspensions.

If you notice students struggling, you can refer them to our Student Success Centers ("SSC"), which have separate spaces at the middle and high school.

Renee Herman (High School)

Todd Brown (Middle School) *Kat Tomsic also staffs the middle school SSC.*

Regarding Behavior Reporting Forms and Problem Solving Forms (you are now set up to receive push notifications from both): Kat and Caleb are in charge of "filtering" staff [behavior reports](#), and will reach out to you for assistance as necessary. When you receive a [Problem Solving Form](#) then it is my hope that you would forward that home to parents, adding in any missing information as needed.

Upcoming Dates

May 28-29 10th Grade Overnight Newport Trip

- [Here is the Agenda Document](#)

If possible, early arrival support would be amazing! I've asked staff to arrive at school around 5:00, and some students will be arriving as early as 5:15 for final bag checks.

May 28-29 Tony Altucher, our EL Education coach, will be on campus to help prep for SIW 5/29

Accreditation Project:

Please gather some Learning Environment data when you have time! The instructional leadership team will be doing the same simultaneously.

[Here is the data collection tool](#), and [Here is where I'd like the data to be collected](#).