Dear Terra Linda Students and Parents:

On July 28 the San Rafael City School Board of Education reviewed the School Reentry Task Forces’ recommendation for a phased approach to open schools this year, with the full intent of bringing students back into the classroom when it is safe to do so. Until that time, we will be starting school in an online/distance learning format. Incorporating a deep reflection of our response to the school closures and remote learning of the spring, guidance from the state and local level, and the needs of our students, staff, and families led to productive work from our task force. We have created a new, much more robust distance learning model, including greater accountability with teachers and support staff, taking attendance and many additional expectations for students and teachers. Final approval of all opening plans for SRCS schools will be on August 10. With this communication, I hope to provide more clarity about our planning for school’s opening on Thursday, August 20.

4 x 4 Bell Schedule:
As shared at the School Board meeting on the 28th, the High School District will be adopting a 4x4 schedule that will allow students to take up to 4 classes per semester. Please review the student bell schedule here. Our Instructional Coaches have been working all summer to provide intensive professional development for teachers to support this transition. With the 4x4 schedule we have incorporated an Advisory class on Mondays which will meet for 45 minutes. The Terra Linda Advisory program will promote meaningful relationships between staff and students while providing academic support to students. In addition, we have also revised the District School Calendar to balance the number of instructional dates per semester and we will publish it once approved.

Distance Learning:
These Frequently Asked Questions will answer many of your questions related to distance learning. The following learning expectations for students have been created to ensure an increase in student engagement and provide structure around asynchronous and synchronous learning.

Aeries Parent Portal:
Students and parents are able to view their student information via our Aeries Student/Parent Portal, which allows students and parents to view demographic data, attendance records, class schedules, teacher grade books, progress toward completion of graduation requirements and unofficial transcripts and to update emergency contact information. On Friday, August 14th, the San Rafael City Schools IT Services Department will email new families instructions on how to activate your account. Please visit our AERIES Parent Portal webpage here for additional support and view Parent Portal Flyer / Spanish.

Canvas:
The Canvas Learning Management System (LMS) is required to be used by all our teachers. Through Canvas, teachers will post assignments, give feedback, and communicate with students. Returning students will login to their Canvas Student Portal using their Terra Linda school email and computer password. All new students will receive more information about login procedures shortly. While all students have been provided Canvas accounts, parents can also sign up as an “observer” in Canvas. Observers can link their account to their student’s account so that they can see assignment due dates, announcements, and other course content as observers only. More information will be emailed to parents regarding pairing to their student’s Canvas account.
Course Schedules and Materials Distribution:
Students will be able to pick up their materials prior to the first day of school. We have prepared a box for each student based on their **Fall Semester Schedule only**. Students will receive all textbooks, novels, and miscellaneous supplies (ie: calculators, arts and ceramics materials, instruments, etc.) based on their **Period 1 - 4 classes** in addition to Orientation Paperwork, **Student Expectations**, a copy of our new Distance Learning Bell Schedule and several helpful documents. Please review the information below regarding when to pick up your materials. We will have grade level materials included in boxes for our MSEL, AVID, and ELD students and therefore they should only come on the one day, August 13.

<table>
<thead>
<tr>
<th></th>
<th>August 13, Thursday</th>
<th>August 18, Tuesday</th>
<th>August 19, Wednesday</th>
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<tbody>
<tr>
<td><strong>MSEL</strong></td>
<td>9 – 10:30 AM</td>
<td>Grade 9 (A-K) 8:30 AM – 10 AM</td>
<td>Grade 11 (A-K) 8:30 AM – 10 AM</td>
</tr>
<tr>
<td><strong>AVID</strong></td>
<td>11:00 AM – 1:00 PM</td>
<td>Grade 9 (L-Z) 10:00 AM – 11:30 AM</td>
<td>Grade 11 (L-Z) 10:00 AM – 11:30 AM</td>
</tr>
<tr>
<td><strong>ELD</strong></td>
<td>1:30 – 3:30 PM</td>
<td>Grade 10 (A-K) 12:30 PM – 2:00 PM</td>
<td>Grade 12 (A-K) 12:30 PM – 2:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade 10 (L-Z) 2:00 PM – 3:30 PM</td>
<td>Grade 12 (L-Z) 2:00 PM – 3:30 PM</td>
</tr>
</tbody>
</table>

Please follow these instructions when picking up your materials on the schedule day and time:
- Place a piece of paper with your last name and first name clearly written in the front window of your car.
- Enter the District Office parking lot entrance and pull up to the front of the 100/300 hall breezeway. We will direct you through the loop as you proceed through a pick-up and a drop-off station.
- In order to facilitate this drop off and pick up of items quickly and efficiently, students and families will not be allowed to get out of their vehicle.
- Staff members will be located outside wearing gloves and masks to retrieve boxes and deliver to your car and to accept any materials that need to be returned from the previous year.

Chromebook and Hotspot Distribution:
We are committed to provide a Chromebook to all students and wireless internet hotspots to all those who demonstrate the need and otherwise would not access the curriculum. Any students who did not receive a Chromebook in spring and do not have access to a computer at home can check out a Chromebook on Wednesday, August 19th at San Rafael High School. Students will need to bring a signed **form**, but a parent does not need to be present on the day of distribution. Please view the **Parent Flyer**.

Orientation:
While originally scheduled for Monday, August 17th, Orientation will be virtual this year. Terra Linda’s Associated Student Body (ASB) will send out a video they have put together welcoming all incoming freshmen. For all other grade levels, orientation documents can be found, along with students’ finalized schedule in the materials boxes on August 18th and 19th.

Athletics:
The California Interscholastic Federation (CIF) has determined that athletics for the 2020-2021 school year will begin with a modified season of sport schedule (see **here** for the CIF calendar). With regard to athletic participation, students may access the online registration platform, FamilyID, through the athletics page on our website **https://terralinda.srcs.org/reg_procedures**. If you already have an athlete at TL you likely have an account already and will just need to add your incoming athlete to the account and then register for the sport in which they plan to try out. If you have questions you may email the Athletic Department at **e PROVIDENZA@SRCs.ORG** or **sfarbstein@SRCs.ORG**.
Course Scheduling for Fall 2020:
Students’ preliminary course schedules for returning students for the 2020-21 school year will be visible via the Aeries Student Portal next Wednesday, August 12th. Students can view course schedules under the Classes tab in Aeries. Please review these course requests as a family, and contact your counselor today if you wish to request a change. Counselor emails are: Matt Moore (A-F) mmoore@screds.org, Eric Thompson (G-M) ethompson@screds.org and Sue Gatlin (N-Z) sgtlin@screds.org. Final schedules with periods and teachers will be released to students at Materials Distribution day August 18th/19th.

I wish you a relaxing last few days of summer. If you have any questions, please feel free to reach out to me, assistant principals, Rob Celli (A-K) rcelli@screds.org and Lauren Inman (L-Z) linman@screds.org. Stay safe and welcome to Terra Linda High School!

Sincerely,

Katy Dunlap | Principal | Terra Linda High School | 707.320.8208 | kdunlap@screds.org