
School Memo to Teachers From Principal

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To: All Teaching Staff

From: Dr. Maria Gomez, Principal

Date: May 31, 2024

Subject: Upcoming Initiatives and Guidelines

Dear Teachers,

I hope this message finds you well and that your academic year has been productive and fulfilling thus far. As we continue to strive for excellence in educating our students, I would like to outline a few upcoming initiatives and some important reminders.

1. Professional Development Workshops We have scheduled a series of professional development workshops aimed at enhancing our instructional techniques and updating our curriculum. These sessions are scheduled for June 10-12, 2024, and attendance is mandatory for all teaching staff. Please mark your calendars and prepare any materials needed for these sessions.

2. Updated Curriculum Guidelines Please review the updated curriculum guidelines that have been shared via email. These adjustments are crucial for aligning our teaching standards with the latest educational requirements. Ensure that these changes are effectively integrated into your lesson plans by June 20, 2024.

3. Parent-Teacher Meetings The next round of parent-teacher meetings is scheduled for July 5, 2024. These meetings are an essential part of our communication strategy with parents and provide an opportunity to discuss students' progress and challenges.

Please prepare a brief report for each student in your classes to share with their parents or guardians.

4. Classroom Resources We have acquired new resources, including books, technology tools, and educational software, available in the library and the tech room. These resources are there to aid your teaching and enhance students' learning experiences. Please incorporate them into your planning and classroom activities.

5. Health and Safety Protocols As a reminder, please continue to adhere to the health and safety protocols outlined at the beginning of the year. It is imperative that we maintain a safe and healthy environment for both our students and staff.

6. Feedback and Suggestions Your feedback is invaluable in our continuous improvement efforts. Please do not hesitate to bring any suggestions or concerns to my attention or during our monthly staff meetings. Together, we can solve any challenges that arise and improve our educational practices.

Thankate for youron andr we continue to work together to create a nurturing and effective learning environment for all our students.

Warm regards,

Dr. Maria Gomez

Principal

Lincoln High School