

Monday

Tuesday

Wednesday

Thursday

Friday

Spring Ridge Elementary ROCKS!!!!

Strong Alone, Unstoppable Together

Relationships, Rigor, Reflection

Opening Schedule

August 24th -August 28th

All sessions will be virtual!!

Changes in Orange/ Things to bring or do in purple

Teachers in the Support Role (Support Staff)- Welcome back!! You are so important!! Looking forward to a great year. Your role is so important!! We have learning opportunities for you!! Please attend sessions **marked for All Staff members** and complete tasks on the sheet. There is a check-off list of tasks that should be completed on the “to do list”. Please work together to divvy them up and get them completed. Your work is so valuable to ensuring our school year starts off in an organized manner, thus all support staff is expected to help with office tasks unless there has been discussion otherwise. **We will have a meeting each day as marked on the daily schedule. Please look for “Teachers in Support Role, All staff and if applicable, All Pyramid staff for your daily schedule.**

All Staff before the end of the week: :

[Click this link](#) if you would like to have your own copy of this checklist in a real check-off list for yourself. This does not have to be turned in, only a tool for you!!

- ☐ Set-up [Schoolology Start-up Page](#) (Updated 8/26)
- ☐ Install Google Meet Grid: [Link](#)
- ☐ If you are willing to help out with greeting students and/or passing out materials on Wednesday, please sign-up. We would love to have staff working with the grade levels putting the bags on the table and greeting the students and other staff stationed on the route to the school with posters and signs. Please fill in the staff information form and indicate such on the last questions. [info form](#)***-
- ☐ Review the staff handbook- [Handbook](#). This will also continue to be updated. Many things in here are for brick and mortar
- ☐ Create your Google Meet Classroom link following the directions contained within the linked form. Once created, complete the form by providing the information required within the survey.---All certificated staff [SRES Google Meet Link Information Form](#)
- ☐ ***New staff and any staff with updated information from last year, please fill-out **Staff information form** on Google Docs- [info form](#)***-
- ☐ ****Regulations Webquest** due by 4:00 Friday, September 4th on Google Docs- [REGULATION WEBQUEST](#)***
- ☐ ***Set-up your SRES Outlook Mailbox. This will be used as a main source of communication this year. Here are the directions to do that: [Mailbox link](#)

- ❑ ****Safe Schools Training-** Must be complete by **Wednesday, September 30th** - You have been given 3.5 hours to complete these tasks. An e-mail was sent through the summer with the link- you will get time to do this, but if you do this early, you will have time during the week.
- ❑ ***Set-up voicemail** -info in handbook or click link- [Voicemail](#)
- ❑ *****Set-up Skype Business.** This will allow you to make phone calls from home. [SKYPE](#)
- ❑ ***Change your default Internet Browser to Google Chrome-** when you go in it should ask if you want it to be your Default Browser. Click yes. Put on to do list if you can not do this. Every computer in the building should have Chrome as default internet browser. You may want to **make your homepage SRES website as we will have a portal that will have all of your essential links and information.**
- ❑ *****Change your name to your formal name i.e. Ms. Working on Google. Follow these directions to do so.** [Directions](#)
- ❑ ****Read over Staff Portal- [portal](#)--** the portal is being updated on an on-going basis. The items on the portal that are updated have a #.
- ❑ *****Review Important Meeting dates:** [Link](#)
- ❑ Complete your [Bitmoji Classroom](#)
- ❑ ****Let us know if you are CPR/ First Aid Trained** [CPR First Aid](#)
- ❑ **Planbook Link updated by Friday, August 28th** [planbook](#)
- ❑ ***Voluntary but strongly encouraged: Join the Social Committee**—the funds given for this go towards supporting our school family members and creating a family environment. More information to come
- ❑ Update the sub system for getting a guest teacher assigned. Here is the video about the system. [sub system](#)

Important Procedures:

Every staff member will need to scan their badge upon arrival. While we are virtual, we will not be passing out door keys to staff. If you need your cabinet key or file cabinet key, we will sign it out

Badges will be given to you when/ if you come into the building the first time. **Please be sure to swipe your badge each time you are working in the building. Swiping indicates you are not experiencing symptoms or exposed to others with Covid.**

During the virtual learning period, all staff will enter from the front of the building. Please swipe your badge and ring the buzzer so that the front office staff is aware that you are coming into the building. Please communicate with the front office through the buzzer. To lessen traffic in the front office for the safety of the secretaries, the front office doors, other than the doors by the bathrooms, will be locked during the day. If you plan on coming in before 8 am, please radio or text Troy so that we can arrange for your door to be open. A radio will be at Roo Crossing. Be sure to wipe it off after using it. If you are coming daily before 8 am, please indicate such on the emergency contact form and the door will be opened for you on a daily basis.

If you want to get into your room, the custodians will be called to open your room for you. When leaving, please leave the door open. Open doors indicate a room that needs a deep cleaning. Also, if you use your classroom bathroom, please leave that door open as well.

If you would like pieces moved or would like to get additional pieces, you may request such on the custodial [to do list](#). Do not count on this happening-- please plan to use the furniture you have. No furniture swapping should occur without documentation on the custodial to do list and furniture etc. should not be placed in the hallway. This ensures that all staff has the necessary furniture to meet their needs. Thanks.

Throughout the week the secretaries and custodians will be extra busy getting things done for you and getting ready for the kiddos!! Constant interruptions impact the quality of their work. Please do not interrupt them. Please write questions, concerns or needs on the Google Doc tabbed accordingly. They will get to you in as timely a manner as possible. [to do list](#) The custodial list will continue through the school year. The secretarial list will continue through Friday, September 4th.

Until September 2nd, please use this Google doc if you have questions or concerns for DeVeda or Carmen. We have an open door policy but we often get pulled a million different ways. Also, having written documentation of needs and concerns helps. If you talk to us and we ask you to email us or put it in writing, please put it on this document. This will help us to ensure that we follow-thru!! Thanks in advance for your patience and understanding. ****[Concerns for DeVeda, Carmen and Ryan](#)**

Here is a document to help you find things in the building. [Things I need](#)

Use this [link](#) if you would like to sign out instructional materials that are not technology . Tech sign-outs i.e. doc cams e-mail Sam so they go on our inventory.

Monday, August 24th Building open 8:00 am-4:00 pm: All Virtual Sessions

If you come into the school, please leave your inside classroom door open after leaving. Keeping the door open lets the custodians know what rooms will need to be disinfected. Primary teachers (PK/ K and 1st) should use the bathroom outside of Ms. Dodd's classroom or in the front office. 2nd-5th grade should be able to use the bathrooms in your rooms as they are standard size bathrooms. If you use the bathroom, please leave the bathroom door open so that the custodians know that it needs to be cleaned and disinfected.

8:45-9:00	ACTS Video Message to Teachers Please view this important video about the reopening of the 2020-21 school year: https://youtu.be/blm-ApF5mcs	All Staff: On own
9:00-10:00	Welcome Back: Team Building/ Family Bonding Time WHOLE SCHOOL MEET	All Staff
10:05-11:00	Planning for Virtual Learning: Overview of Expectations WHOLE SCHOOL MEET	All Staff
11:00	Teachers in the Support Role: We need you!! :) WHOLE SCHOOL MEET	Teachers in the Support Role with Carmen and Ryan
11:00-12:00	5th Grade: Planning for Virtual Learning	5th Grade Team/ Specialists/ Admin
12:00-1:00	4th Grade: Planning for Virtual Learning	4th Grade Team/ Specialists/ Admin
1:00-2:00	PK Grade Planning for Virtual Learning	PK Grade Team/ Specialists/ Admin
2:00-3:00	3rd Grade: Planning for Virtual Learning	3rd Grade Team/ Specialists/ Admin
3:00-4:00	Google Meet Training for Support Staff Comprehensive Guidance for Live Video Conferencing - includes guides, videos, etc. It is suggested that support staff engage as participants/co-facilitators of Google Meet.	All Teachers in the Support Role/ Admin/ Ryan. Tatiana

Resources referenced during Planning for Virtual Learning: : May want to review prior to meeting

- [Student Curriculum Materials](#)
- [Virtual Learning Resource Center](#)
- [Virtual Learning Curriculum Resources](#)

11:00 am -4:15 pm Time has been allocated for all staff:

- Sign-up Genius--[Google form](#) with times for evening appts.
- Safe Schools Training: *All Staff:* 3 hours and 1st and 2nd grade teachers 3.5
- Lunch: *All staff:* 30 minutes
- Schoology Gradebook Training: *Certificated Staff:* 45 min.

Join the course by going to lms.fcps.org > Courses > My Courses > Join a Course > Join Code

W6CC-M62R-R4MM6 [Grade book Training Link](#)- All certified staff should watch this

screencast for the new way for the gradebook

- **Responsible Use of Social Media/ Emergency Procedures:** *Certificated Staff:* - Review [Policy 115](#) and [Regulation 100-08](#) (15 Minutes for both videos below)
- [Emergency Procedures PLEASE VIEW](#) REQUIRED
- [Responsible Use of Social Media PLEASE VIEW](#) REQUIRED
- Resources/FAQ Document (TO BE ADDED)

Support Staff: There are several tasks that will need to be completed. Tasks may be done at school or at home. Please indicate if you are willing to come to school to work on assigned tasks this week by completing the attached form.

Tuesday, August 25th Building open 7:00 am-4:00 pm

If you come into the school, please leave your inside classroom door open. Keeping the door open lets the custodians know what rooms will need to be disinfected. Primary teachers (PK/ K and 1st) should use the bathroom outside of Ms. Dodd's classroom or in the front office. 2nd-5th grade should be able to use the bathrooms in your rooms as they are standard size bathrooms. If you use the bathroom, please leave the bathroom door open so that the custodians know that it needs to be cleaned and disinfected.

<u>Time</u>	<u>Content</u>	<u>Participants</u>
8:45	Teachers in Support Staff Role Meeting WHOLE SCHOOL MEET LINK	<i>All Teachers in the Support Role</i> <i>Ryan and Carmen</i>
8:45 am-9:45 am	PATHS Q and A: Morning Meeting at SRES SEL TEAM Meet LINK	<i>Any new Staff members/ Karen and Jess</i>
8:30-11:30 am.	County Countdown Course 2 (K): Click here to pre-register for Countdown.	<i>K Teachers</i>
12:15-1:15	K Team: Planning for Virtual Learning	K Team/ Specialists/ Admin
12:30-3:30 pm	County Blast Course 2 (Gr. 1): Click here to pre-register for Blast.	<i>First Grade Teachers</i>
10:00-11:30 pm	Race and Racism: Knowledge is Power to Build Relationships WHOLE SCHOOL MEET LINK	<i>All Staff except K Team Special Education</i> Link to Presentation Link to Notetaking
11:30-12:00	Media and Technology Updates/ Create your Bitmoji classroom	<i>All Staff except K Team Special Education</i>

	WHOLE SCHOOL MEET LINK	<i>Ms. Bradshaw</i> Link to Recording Link to Slides
8:45-4:15	<i>Special Education Teachers 7-hour workday</i>	<i>Special Education Teachers/ Therapists/ 3rd, 4th, 5th grade Pyramid</i>
<i>Unscheduled time should be spent:</i> <i>Team Time Developing Learning Plans: At least 1.5 hours</i> <i>Develop Back to School Script and Video for Parents: Sent out on Thursday:1.5 hrs.</i> <i>Completing tasks on First Page of this Packet</i>		

Wednesday, August 26th *Building open 7:00 am-4:00 pm*

If you come into the school, please leave your inside classroom door open. Keeping the door open lets the custodians know what rooms will need to be disinfected. Primary teachers (PK/ K and 1st) should use the bathroom outside of Ms. Dodd's classroom or in the front office. 2nd-5th grade should be able to use the bathrooms in your rooms as they are standard size bathrooms. If you use the bathroom, please leave the bathroom door open so that the custodians know that it needs to be cleaned and disinfected.

8:45-10:30 a.m.	PBIS: Paths/Morning Meeting / Building Routines and Structure with a Brain Based Focus : Get to know your students : Dig into Digital Playbook?? / Interviews- get to know families Engaging learners/ Reflection ➤ Distance Learning Playbook Learning Support ➤ Professional Learning to Support Virtual Learning ➤ Ways to build relationships WHOLE SCHOOL MEET LINK	All Certificated Staff Not Scheduled for Central Office Staff Dev. and Support Staff (except 2nd grade)
10:30-11:30	1st Grade Team: Planning for Virtual Learning	1st Grade Team/ Specialists/ Carmen
10:30-11:30	Specials Team Planning for Virtual Learning	Karen/ Specials Team
10:30	Teachers in the Support Role: Task meeting: get things together for the evening	Teachers in the Support Role/ DeVeda
8:30-11:30	HD Word Course 2 (Gr. 2) Click here to pre-register for HD Word.	2nd Grade Teachers
11:45-12:45	2nd Grade Team: Planning for Virtual Learning	2nd Grade Team/ Specialists/ Specialist
10:30-12 & 1:30-2:00	Special Education Training in IEP Distance Learning (Asynchronous) *to be linked when completed **This is an asynchronous recorded PL that teachers and related service providers must complete by end of business on 8/26/2020. ** Contact Person: Linda Chambers	Special Education Teachers and related service providers
12:30-1:30	Special Education Guidance Google Meet Link: Special Education Guidance	Special Education Teachers and related service providers
1:45-2:45	PBIS: Paths/Morning Meeting / Building Routines and Structure with a Brain Based Focus : Get to know your students : Dig into Digital Playbook?? SEL TEAM LINK	2nd Grade Team: Karen and Jess Running
1:00-2:00	Car Rider Lot: Kindergarten	K Team/ 5th Grade Team/ Pre-K

	Front Lot: 5th grade and Pre-K	Team/ Specials, Specialists and Support Staff as chosen
2:00-3:00	Car Rider Lot:1st Grade Front Lot: 3rd Grade	1st Grade Team, 3rd Grade Team Specials, Specialists and Support Staff as chosen
3:00-4:00	Car Rider Lot: 4th Grade Front Lot: 2nd Grade	4th Grade Team/ 2nd Grade team /Specials, Specialists and Support Staff as chosen
1-4	Specialist available to meet with teams to finalize learning plans Meet in Grade Level Team Meets <u>PREK</u> <u>KINDERGARTEN</u> <u>1ST</u> <u>2ND</u> <u>3RD</u> <u>4TH</u> <u>5TH</u>	Teachers and Specialists
Unscheduled time should be spent: : 30 minutes: Safe Schools all staff except 1st and 2nd All Tasks on First page of the packet should be completed by this date!!!		

Thursday, August 27th 8:45-4:15 Building open 7:00 am-4:00 pm

If you come into the school, please leave your door open. This lets the custodians know what rooms will need to be disinfected. Primary teachers (PK/ K and 1st) should use the bathroom outside of Ms. Dodd's classroom or in the front office. 2nd-5th grade should be able to use the bathrooms in your rooms as they are standard size bathrooms. If you use the bathroom, please leave the door open so that the custodians know that it needs to be cleaned and disinfected.

Staff Workday except Special Education Teachers and Therapists:

All student learning plans should be completed by 4 pm on Thursday so that special education can make any necessary adjustments.

9:00-12:00	Pyramid Teaming - Student F2F decisions. Scheduling, Small group review - Pyramid Team Meet LINK	Pyramid Ts, Therapists, BSS All Pyramid Staff
9:00-10:00	Special Education Team Meet	Teachers, SLPs, Psychologist
1:00	Teachers in the Support Role: Task completion WHOLE SCHOOL MEET	Teachers in the Support Role
1:00-2:30	SLP Q&A Link to meeting: Speech Language Pathologist Synchronous Q & A	Speech Language Pathologist
2:00-3:30	Sped. Question and Answer Link to meeting: Elementary Synchronous Q & A	1st Grade Team/ Specialists/ Admin

Friday, August 28th Building open 7:00 am-2:00 pm closing to staff for disinfecting

8:45-9:45 a.m.	Read Distance Learning Play book- Finish from last time: Link All Staff Reads: Link Reflective Journal: Link WHOLE SCHOOL LINK	All staff except K and all Special Ed. Teachers
8:45-10:15	Race and Racism: Carmen and Nori Special Ed Team Link	K and Special Ed. team
9:55-10:15	Book Discussion: Distance Learning Playbook: Make adjustments to plan based on reading WHOLE SCHOOL LINK	All staff
10:15	Accountability Partner/ Groups Reflective Journal: Link	
10:30-10:45	Logistics/ Things to Do: Attendance/ Student Passwords/ Whole group instruction/Informing Families Thursday/ Friday Groups/Task list items/Skype WHOLE SCHOOL LINK	All Certificated Staff
10:45	Task Updates and assignments Specials Link	Teachers in the Support Role
10:45-11:15	Routines/ Structure/ Paths PBIS Implementation time-- in small groups WHOLE SCHOOL LINK	All certificated staff
	ELL: Check Playbook for Information https://docs.google.com/document/d/1f-re8fryaYCID62B4R2zU-vWjt5OCcnG98ryZkDea6Q/edit	Rhonda
11:15	Meeting for all staff interested in Help Desk or Tutoring Opportunities Link	All staff interested in Help Desk or Tutoring Opportunities/ DeVeda
11:15-2:30	Meeting the needs of diverse learning: adjusting learning plans Special Education Teachers will meet with grade level teachers in grade level Meet rooms. PREK KINDERGARTEN 1ST 2ND 3RD 4TH	Identified staff--Carmen handling schedule Use grade level meets to the left: Granger Teacher Meets: 11:30--Barsy 1:00--Reno Martin-Moore Teacher Meets: 11:30--Ragazzo

	5TH	1:00--Keenan (must be rescheduled before 8/31 if unable to maintain) 2:00--Chakalis 2:30--Staley & Spingola Murphy 11:00--Dodd 11:30--Moreno 12:00--Fox 12:30--Bianco
2:30-3:30	Getting Ready for Family Meet and Greet: Practicing with Script, Starting Sheets for Students/Practicing with partner WHOLE SCHOOL LINK Link to Meet and Greet Sheet	All Staff
3:30-4:00	Here we Go Time: WHOLE SCHOOL LINK	All Staff

Teams for this year:

Teams this year to receive team leader information:

PK/K Team--Grade level team members-K. Johnson

1st Grade- Grade level team members- Dayhoff, Dewees, Jarboe, Thereault, Blazer

2nd Grade- Grade level team members:, Nori, Hochberger-Vigsittaboot, Bienko, Dolling, Martin-Moore

3rd Grade- Grade level team members: Farnsworth, Bunner, McLaughlin, Shaw, Trombatore,
4th Grade- Grade level team members: Slick, Fedorko, Kinsey, Betaharon, Mercy,
5th Grade- Grade level team members: Varner, Murphy, Thacker, Bradshaw, Granger
Teachers in the Support Role: All teachers in the support role

If you are already on the new voicemail system, you may disregard this message. (If you get voicemails in your email, you're on the new system)

Our current voicemail system will no longer be supported and requires migration to a new platform. This migration requires you to self-activate your new voicemail box by August 10th using the directions provided below. If you do not activate your new voicemail by August 10th, you will no longer have access to voicemail.

Here's a short list of what the new system brings:

- Get a searchable transcript of voicemails, along with the audio, in your email box
- Dial in to get messages just the same as before if you'd like to, but reading in your email will turn off your phone's light
- "play on phone" option to have the system call you and play the message
- Phone numbers will begin to show up when searching for people in the Global Address Book
- Manage your voicemail options from <https://mail.fcps.org> under "the gear"
- Change/reset your own PIN at <https://mail.fcps.org>

Please note: If you share your extension with another person, do *not* follow the procedure below.

Instead, please respond to this email and I will work with you directly. send to: **Aaron Michaels**
aaron.michaels@fcpslorg

To activate your voicemail:

1. From your work computer, [click this link](#) The following web page will be displayed:
2. Click on your name, and then add your current 5 digit extension into the "phone" field.
3. If you have a fax extension or a room number, go ahead and add that information as well, but those two fields are not required.
4. Click the "save" disk.
5. You're done!
6. Check the [Documentation for the new voicemail system here](#) for guides on typical tasks.

After activating:

- Expect a welcome email from "Microsoft Outlook" welcoming you to the new system
- Your welcome email will contain an initial PIN. You will be required to input and change the initial PIN when you first access your voicemail by phone.
- You can access voicemail by dialing 301-644-5002 from outside FCPS, and extension 45002 internally.
- If your voicemail light stays on even if you don't have any new messages, dial 45001 to access the OLD system and be sure to clear any voicemails from there using your old PIN.