



Date: June 4, 2021

MEMORANDUM

To: Principals, Assistant Principals, Leadership Interns and Athletics and Activities Managers

From: Anissa Dennis
Chief, School Management and Instructional Leadership Officer

Subject: Opening Staff Planning and Training Expectations August 2021 **Revised**

The purpose of this memorandum is to inform you of the opening staff planning and training expectations for August 2021.

Summary

- Note the following dates for August 2021:
 - August 11: Special Education New Staff Virtual Training
 - August 16-18: New Educator Orientation
 - August 17: Administrator Kick-Off
 - August 19-27: Teacher Pre-service Days
 - August 25: STC Training
- Please find the expected topics for staff training during the August 19-27, 2021 window in **Appendix A**. The schedule includes the following:
 - One 7-hour block and one 3.5-hour block of "self-directed" time for staff members to prepare for the start of the school year. No meetings or tasks are to be assigned during this time period. This parameter is necessary to be in compliance with the HCEA Negotiated Agreement.
 - One full day and two half days for countywide professional learning to support the following systemic professional learning needs:
 - Systemic Equity Work (all levels)
 - Acceleration of Learning (all levels)
 - Social-Emotional Supports (all levels)
 - Assessment of Learning and Grading Practices (all levels & level-specific)
 - Canvas Expectations & Technology Use (all levels & level-specific)
 - Curriculum & Instructional Materials (all levels & level/content-specific)
 - Dyslexia & Reading Supports (secondary)
 - Reading Supports & Reading Screener Training (elementary)

Note: Administrators will be expected to attend some of the required trainings on August 20 and August 25. Administrators will receive advance notification regarding the schedule for required trainings.

- One half day for staff to complete required asynchronous trainings as outlined in **Appendix B**.

- Designated school-based time for school-based professional learning, meetings, etc. The expected trainings list includes necessary professional learning that will need to be delivered at the school level. Deadlines are provided in the training in **Appendix B**.
- New staff and staff teaching certain content areas have additional asynchronous required annual trainings as outlined in **Appendix B**. Administrators will need to find additional time during PIP to provide adequate time to complete these required trainings.
- All schools are expected to follow the designated pre-service schedule unless prior approval is given to alter the school-based time in the schedule. School principals will complete the [Pre-Service Week Schedule Request Form](#) to either confirm that they are following the designated schedule OR to submit their requested changes to the schedule.

Action

- Review the HCPSS Pre-service schedule (Appendix A). Complete the [Pre-Service Week Schedule Request Form](#) by Friday, July 16, 2021 to confirm that you will follow the HCPSS Pre-service schedule (Appendix A) or you are requesting an alternate schedule for school-based time for SMIL approval. Note: The countywide professional learning time cannot be altered, and schools cannot break the full day of teacher self-directed time into two half days.
- Review the training topics and incorporate into your Opening Staff Week Schedule and/or SY21-22 Staff Meetings.

Questions

- If you have any questions, please contact your Community Superintendent or Performance Director.

APPENDIX A: PRE-SERVICE SCHEDULES

HCPSS High School Schedule

Date	Thursday 8/19	Friday 8/20	Monday 8/23	Tuesday 8/24	Wednesday 8/25	Thursday 8/26	Friday 8/27
AM	School-based Time	Countywide PL (Content/Program-Based)	Countywide PL (Content/Program-Based)	Countywide PL (District)	Designated Self-Directed Time	HS Student Orientation	School-Based Time
PM		Designated Self-Directed Time		School-Based Time		School-Based Time	Asynchronous Required PL Work Time

HCPSS Middle School Schedule

Date	Thursday 8/19	Friday 8/20	Monday 8/23	Tuesday 8/24	Wednesday 8/25	Thursday 8/26	Friday 8/27
AM	School-Based Time	Countywide PL (Content/Program-Based)	Countywide PL (Content/Program-Based)	Countywide PL (District)	Designated Self-Directed Time	School-Based Time	School-Based Time
PM		Designated Self-Directed Time		School-Based Time		MS Student Orientation	Asynchronous Required PL Work Time

HCPSS Elementary School Schedule

Date	Thursday 8/19	Friday 8/20	Monday 8/23	Tuesday 8/24	Wednesday 8/25	Thursday 8/26	Friday 8/27
AM	School-Based Time	Countywide PL AM (Grades PK, 1, & 2)	Countywide PL (Content/ Program-Based)	School-Based Time	Designated Self-Directed Time	School-Based Time	School-Based Time (ES Orientation/ Open House)
Designated Self-Directed Time AM (Grades, K, 3-5, Related Arts, GT, ESOL, Reading Specialists)							
PM		Designated Self-Directed Time PM (Grades PK, 1, & 2)				Countywide PL (District)	
		Countywide PL PM (Grades, K, 3-5, Related Arts, GT, ESOL, Reading Specialists)					

Note: The August 20th professional learning will be divided to accommodate limitations with available presenters. Some elementary staff will attend countywide professional learning in the morning, and some will attend in the afternoon.

**APPENDIX B: REQUIRED STAFF TRAININGS
2021-2022**

Synchronous Trainings to be delivered by school administrators/personnel:

Topic/Contact Person	Amount of Time to Allot	Notes
<p>Laurn's Law/Suicide Prevention Information for all school-based staff</p> <p>Contact Person: Cindi Schulmeyer, Coordinator of Psychological Services</p>	<p>60 minutes (F2F/synchronous)</p> <p>school psychologist, school social worker and/or school counselor presentation to staff</p>	<p>Training is provided jointly by the school counselor(s) and school psychologist. Schedule during a staff meeting in September. Required sign-in in Frontline.</p>
<p>EpiPen and Narcan/Naloxone</p> <p>Contact Person: Kerrie Wagaman, Coordinator of Health Services</p>	<p>10-15 minutes (Vector & F2F)</p> <p>nurse presentation to all staff if/when staff return to buildings with students</p>	<p>EpiPen training has two parts: SafeSchools training and training with the nurse. Nurses will train all staff in the mechanical use of the EpiPen as well as a general understanding of when to use it, storage in AED Cabinet, and regulations after use.</p> <p>Narcan/Naloxone training overview is brief to all staff to be aware that we also carry the medication in the AED boxes.</p>
<p>Emergency Operations Plan (EOP)</p> <p>Contact Person for EOP: Alan Moss, Manager - Safety & Security Planning</p>	<p>To be determined by each school (F2F/synchronous)</p> <p>administrator presentation to all staff between August 23-September 27</p>	<p>Reinforce school EOP and teacher packets.</p>
<p>Assessment Training (MCAP, MAP, DLM, ACCESS)</p> <p>Contact Person: Tim Guy, Director of Assessment and Reporting</p>	<p>To be determined</p>	<p>More information will be shared as it becomes available</p>

Elementary Reading Assessment Screener Training Contact Person: Ebony Langford-Brown, Executive Director of Curriculum, Instruction, and Assessment	To be determined (Asynchronous)	PIP time in early September will need to be allocated for K-5 grade level teachers to complete asynchronous modules. More information will be shared as it becomes available.
LGBTQIA+ Awareness Contact Person: Caroline Walker, Executive Director of Program Innovation and Student Wellbeing	To be determined	More information will be shared as it becomes available

Asynchronous Modules to be completed by staff and/or administrators:

Topic/Contact Person	Amount of Time to Allot	Notes
Vector Modules (formerly SafeSchools) Contact Person: Pierre Van Greunen, Safety, Environment, and Risk Management Officer	Self-directed online for all staff (Asynchronous PL time provided in Pre-service schedule for some of these trainings)	Staff can access through the link in their email inbox. Mandatory trainings for <u>all employees</u> are: <ul style="list-style-type: none"> ● COVID-19 Workplace Re-entry Training (25 minutes) <ul style="list-style-type: none"> ○ all staff by 9/3 ● Child Abuse (Full Maryland) (24 minutes) <ul style="list-style-type: none"> ○ new HCPSS staff by 9/3 ○ all staff by 10/1 ● Bloodborne Pathogens (22 minutes) <ul style="list-style-type: none"> ○ new staff by 9/3 ○ returning staff by 10/29 ● HCPSS Sexual Discrimination; Staff to Staff (18 minutes) <ul style="list-style-type: none"> ○ all staff by 10/29 ● HCPSS Bullying Prevention (33 minutes) <ul style="list-style-type: none"> ○ new staff by 9/3 ○ returning staff by 10/29 ● HCPSS Indoor Environmental Quality (IEQ) Training (21 minutes) <ul style="list-style-type: none"> ○ all staff by 10/29

		<ul style="list-style-type: none"> ● Active Assailant: Staff (44 minutes) <ul style="list-style-type: none"> ○ all staff by 10/29 <p><u>Staff at school buildings:</u></p> <ul style="list-style-type: none"> ● Health Emergencies: Life Threatening Allergies (15 minutes) <ul style="list-style-type: none"> ○ new staff by 9/3 ○ returning staff by 10/29 ● Homelessness (28 min) <ul style="list-style-type: none"> ○ all staff by 10/29 <p><u>Certificated Staff:</u></p> <ul style="list-style-type: none"> ● Section 504 Overview for Certificated Staff (31 minutes) <ul style="list-style-type: none"> ○ new staff by 9/3 ○ returning staff by 10/29 <p><u>Secondary science teachers and all staff members who work in science laboratories.</u></p> <ul style="list-style-type: none"> ● Safety Data Sheets (SDS) (19 min) ● Science Lab Safety (25 min) ● Science Lab Chemical Spills (25 min) <ul style="list-style-type: none"> ○ new staff by 9/3 ○ returning staff by 10/29 <p><u>All Physical Education teachers:</u></p> <ul style="list-style-type: none"> ● Concussion Training (18 min) <ul style="list-style-type: none"> ○ all PE teachers by 9/3
<p>Crossing the Line</p> <p>Contact Person: Pam Murphy, Director of Staff Relations</p>	<p>20 minute Canvas module</p>	<p>All staff and administrators are required to complete this module by 10/1.</p>
<p>Digital Integration of Tools for Teaching</p> <p>Contact Person: Stephen Dolney, Acting Director of Strategy and Data Privacy</p>	<p>Self-directed online for all teachers (20-30 minutes to complete)</p>	<p>All new instructional staff will complete an online module on copyright, accessibility, inclusion, privacy, and use of Digital Tools by 9/10.</p>

<p>Controversial Issues Policy Module</p> <p>Contact Person: Renée Bos, Coordinator, Secondary Social Studies</p>	<p>30 minute Canvas module</p>	<p>New instructional staff are required to complete this module by 9/3.</p>
<p>Synergy Training</p> <p>Contact Person: Brenda Finkle, Technology Trainer</p>	<p>Self-directed online for new teachers (10-20 minutes to complete)</p>	<p>New teachers will view a short presentation about how to set up seating charts, take attendance, how to enter interim/report card grades, set up Parent/Teacher Conferences, and enter Minor Incidents and Student Injury reports. This training should be completed by 9/17.</p>
<p>Hoonuit Training</p> <p>Contact Person: Brandy Iskin, Coordinator of Data Warehouse</p>	<p>Self-directed online for new teachers (15-20 minutes to complete)</p>	<p>New teachers will view short presentations about Hoonuit basic terminology, navigation, content, and functionality. This training should be completed by 9/17.</p>
<p>Elementary Health Education Trainings (COMAR Required)</p> <p>Contact Person: Tempe Beall, Instructional Facilitator of Health Education</p>	<p>All grade level teachers that teach health are required. Returning staff engage in refresher Canvas modules (15 min each).</p> <p>New staff complete the full modules.</p>	<ul style="list-style-type: none"> ● Skills-based Health Education (30 min) by 10/29 ● Substance Abuse Prevention Education (3 hrs) by 10/29 ● Sexual Abuse and Assault (1 hr F2F/synchronous & 1.5 hr module) by 10/29 ● Family Life & Puberty Education (Grade 5 only) (1 hr F2F/synchronous & 3 hr module) by 4/1
<p>Secondary Health Education Trainings (COMAR Required)</p> <p>Contact Person: Tempe Beall, Instructional Facilitator of Health Education</p>	<p>Returning staff engage in refresher Canvas modules (15 min each)</p> <p>New Health Educators complete the full module</p>	<ul style="list-style-type: none"> ● Skills-based Health Education (1.5 hrs) by 8/30 ● Substance Abuse Prevention Education (2 hrs) by 9/15 ● Family Life & Human Sexuality (1 hr F2F/synchronous & 3 hr module) by 10/1 ● Sexual Abuse & Assault (1 hr F2F/synchronous & 1 hr module) by 9/15

		<ul style="list-style-type: none"> • Suicide Prevention (1 hr F2F/synchronous & 1 1.5 hr module) by 9/15
<p>Data Privacy and Student Records</p> <p>Contact Person: Kelly Ruby, Coordinator of School Counseling</p>	<p>1 hour Canvas Module</p>	<p>All school data clerks and registrars are required to complete by 10/29.</p>