Franklin Military Academy
2021-2022
Weekly Agenda
The Home of the Mighty Knights
Going From Good To Great

KNIGHTS

FRANKLIN MILITARY ACADEMY

FOUNDED 1980

"A Knight Forever"

(H) Col. David A. Hudson, Principal

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Wawa Cheers to Classrooms

FREE Coffee for Teachers & School Administration

Any Size, Any Store, Any Time from September 1 – 30, 2021

We're proud to support teachers and school administration who educate, guide, and inspire children across our area this September.

During our month-long celebration, Wawa will fund classroom projects and resources, totaling up to $25,000, through DonorsChoose.org.

All 940 Wawa stores have selected local schools to bring Wawa goodies and cheer for the new school year!

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School Day Starts 8:30 a.m. – 4:30 p.m.
Certified Staff has to work 8hrs a Day
Let me know if you are arriving or leaving early

August 30th

- **Division Professional Learning (Virtual In Your Classrooms) – Mandatory. Click Link For registration Information**
- **Please make sure you attend professional development. Middle school staff will attend cluster 3 and high school should attend cluster 4. The workshops are mandatory and you need to attend to learn how to develop Learning targets and new curriculum information.   If you need to leave or be absent, please let me or Dr. Smith know.**

, August 31st

- **Division Professional Learning (Virtual In Your Classrooms) – Mandatory. Click Link For registration Information**
- **Please make sure you attend professional development. Middle Staff will attend cluster 3 and high school should attend cluster 4**

September 1st

- **Division Professional Learning (Virtual In Your Classrooms) – Mandatory. Click Link For registration Information**

September 2nd
SPMT Meeting 10:00 a.m. (Auditorium)

September 3rd
Faculty Meeting 1:00 p.m. Mandatory

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PLEASE MAKE SURE DATA IS TURNED IN ON TIME
Bi-Weekly Schedule Subject To Change
2021-2022

August 24th – 1st Day For Virtual Academy

Data Due - September 24th   (Bring Data To Data Meeting)

*October 15, 2021– Professional Development Day – Student Early Dismissal

Data Due   -October 22nd (Bring Data To Grade Level Meeting)

**November 2nd & 4th – School Closed For Staff & Students

November 5, 2021 – No School For Students - Teachers will report to have parent/caregiver conference

Data Due   - November 19th (Bring Data To Grade Level Meeting)

** School Closed For Thanksgiving November 24th – 26th

*December 3, 2021– Professional Development Day – Student Early Dismissal

** School Closed For Winter Holiday December 22nd – December 31, 2022

** School Closed For Martin L. King Birthday – January 17, 2022

Data Due   -January 27th (Bring Data To Grade Level Meeting)

*January 28, 2022 – Professional Development Day – Student Early Dismissal

** January 31, 2022 - School Closed For Students - Teacher Work Day

** February 21, 2022 - School Closed President Day

Data Due   - February 25th (Bring Data To Grade Level Meeting)

*March 4th – Early Release Day For Students – Professional Development For Teachers

*March 18th Parents & Caregiver Conference – School Closed For Students

Data Due   - March 25, 2022 (Bring Data To Grade Level Meeting)

**April 4th – April 8th - Spring Break – School Closed For Students & Teachers

12th Month Employees Report To Work

** April 18, 2022 - School Closed For Students & Teachers – Easter Monday

Data Due - April 22nd (Bring Data To Grade Level Meeting)

** May 3, 2022 - School Closed For Students & Teachers – Eid al - Fitr

** May 30, 2022 - School Closed For Students & Teachers – Memorial Day

** June 20, 2022 - School Closed For Students & Teachers – Juneteenth

*June 24, 2022 – Early Dismissal for Students

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RPS High School
2021-22 Two-Hour Early Dismissal Bell Schedule (Sample)

Period	Time	Minutes
Morning Arrival *(Breakfast in the cafeteria or from kiosks to take to 1st period)*	**8:45am-9:00am**	**15**
1st Period	**9:05am-10:34am**	**60**
2nd Period	**10:38am-11:38pm**	**60**
3rd Period & Lunch	**11:42am-12:42pm**	**90**
Lunches **First Lunch** **Second Lunch**	**11:42am-12:07pm** **12:11pm-12:36pm**	**25** **25** **25**
4th Period	**1:04pm-2:00pm**	**56**
Dismissal	**2:00pm**	**N/A**

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RPS High School
2021-2022 Regular Bell Schedule (Sample)

Period	Time	Minutes
Morning Arrival *(Breakfast in the cafeteria or from kiosks to take to 1st period)*	**8:45am-9:00am**	**15**
1st Period	**9:05am-10:39am**	**94**
2nd Period	**10:44am-12:18pm**	**94**
3rd Period & Lunch	**12:23pm-2:21pm**	**118**
Lunches **First Lunch** **Second Lunch**	**12:42pm-1:07pm** **1:19pm-1:44pm**	**25** **25**
4th Period	**2:26pm-4:00pm**	**94**
Dismissal	**4:00pm**	**N/A**

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Important Dates

September 21, 2021 – June 2022   Formal Observations and Informal Observations
Emergency Plans (5 Days of Enrichment and Stimulating Activities That Will Increase Academic Achievement) Make sure you place emergency procedures and place in plans that sub cannot leave the building unless they are permitted principal/assistant principal.

September 16, 2021– Sign Up For Committees
Please sign up for at least two committees.

September 27, 2021– Classroom Vision (Posted)
Teachers, make sure the students in your class come up with a classroom vision. The classroom vision needs to be posted in your classroom. Students may come up with their vision, but you will be required to have one for the entire class.
Goal (s) Meetings Submission

October 15, 2021- Submission of the Goal Setting for Student Progress Form
Teachers complete a draft ofproceduresals and schedule a meeting with their evaluators to look at the available data from performance measures and discuss the proposed goal. Each year, teachers are responsible for submitting their goals to me by October 15, 2019.

February – 7, 2021 – Review 1st Semester Goal and Identify 2nd Semester New Goal
A mid-year review of progress on the goal is held for all teachers. At the principal's discretion, this review may be conducted through peer teams, assistance from the evaluator, teacher-led conversations at a faculty meeting or professional development day, or in another format that promotes collegiality and reflection. The mid-year review should be held by February 14, 2019. It is the principal's responsibility to establish the format and select the time of the review.

June 10, 2022 - *End-of-Year Review of Goal*
By June 1, each teacher is responsible for assessing the professional growth made on the goal and for submitting documentation to the evaluator. A teacher may find it beneficial to draft the next year's goal as part of the reflection process in the event the goal has to be continued and/or revised. The due date for the end-of-year reviews may be extended to include the current year's testing data or exam scores.

POLICY 7-3.6   STAFF TIME SCHEDULES
Work Schedules
The workday for full-time administrative and professional staff will be a minimum of eight hours and will continue until professional responsibilities to the pupil, school, and division are completed. Middle and High school teachers will be provided at least an average of thirty

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minutes per day during the pupils' school week as planning time.   Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, and extra-curricular activities may require hours beyond the stated minimum.   Work schedules for other employees will be defined by the division superintendent or his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

2) 90-minute PD schedules/week are developed by each school except on those weeks we designated as closed weeks (no PD days)

Professional Development
Each principal will plan and conduct 90 min/week planned professional development for 28 weeks of the academic year. Please make Thursday is open on your calendar for professional developments and staff meetings.

The way the 90 minutes/week is utilized <u>does not have to be the same for all teachers</u>: some could be working on state/fed reporting while others are engaged in meaningful professional development. <u>Customization is recommended and expected to meet the needs of the teachers/teams in the school to improve teaching and learning</u>. Re-certification credits may be earned through this process – details on that are still to come.

3) PD is a part of the workday

4) Franklin Military Academy SPMT will come up with time and dates for professional development.

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Resources at the click of your mouse or tracking pad.

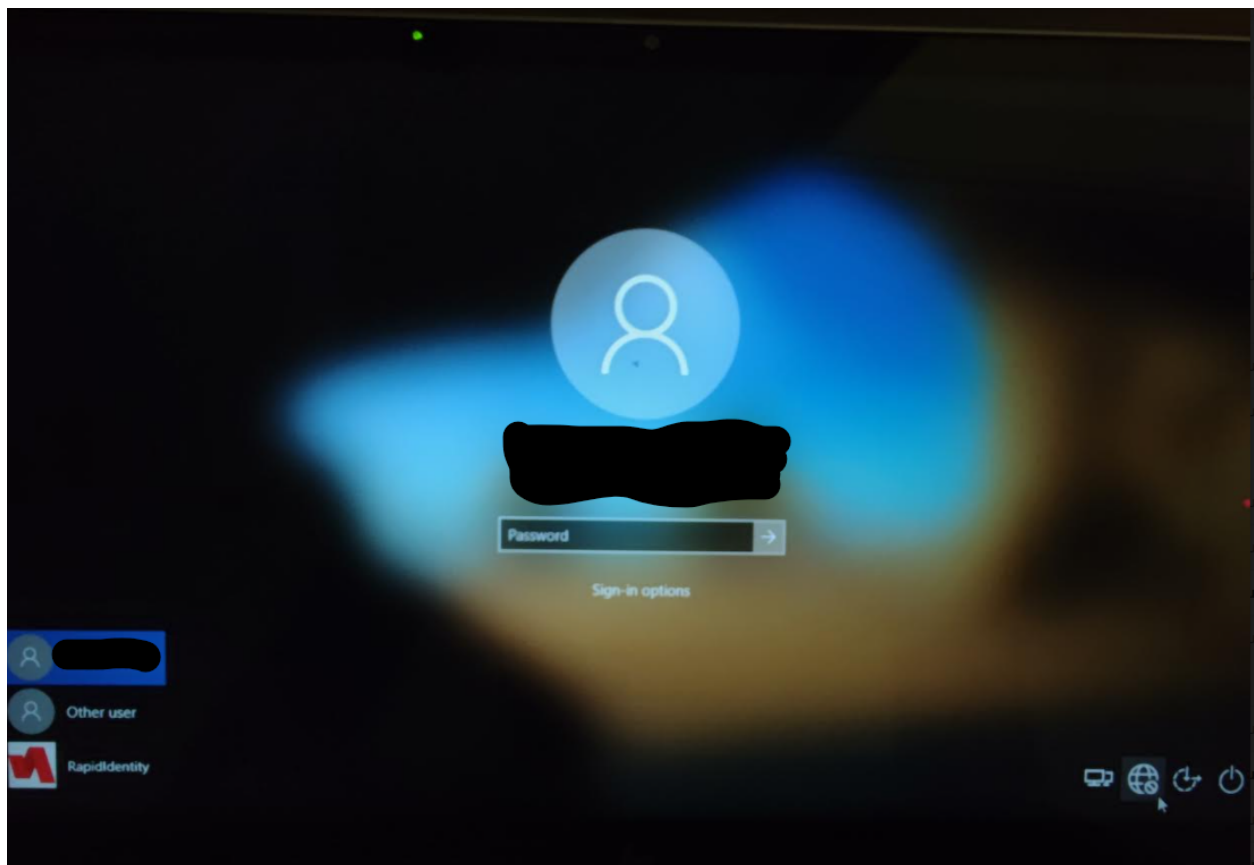| Description	Link
Instructional Vision The RPS Instructional Vision 2.0 drives how we plan, deliver, and assess instruction.	Instructional Vision 2.0
Assessment Calendar The assessment calendar shares the descriptions of all assessments and the timeline for the administration of assessments.	Assessment Calendar Final Draft
Professional Learning Pods We have created smaller learning communities for principals and teachers for district professional learning to be more responsive to individual school and student needs.	Professional Learning Pods
Literacy Plan The RPS Literacy Plan guides our focus on literacy.	RPS Literacy Plan
Lesson Preparation & Planning For K-8 teachers that use Eureka, EL Education, and/or Amplify curricula, teachers should use the Intellectual Preparation & Planning guidance and the planning document contained there. For other grades or content areas, please use the 5E or standard lesson plan document for planning. *All of these are available on RPStech.* Preschool will use the *MyTeachingStrategies*	2021-2022 Intellectual Preparation & Lesson Planning Guidance 5E lesson plan Lesson plan Unit plan PK Instructional Guidance & Procedures

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lesson plan template in the "Teach Tab" of the platform. See details in the PK Instructional Guidance & Procedures document.	
Literacy Block and Math Block The visuals of the K-8 literacy and math blocks help to articulate the expectations of implementing the curriculum with integrity as well as provide personalized learning and small group instruction. The focus of the first month of school will be to ensure the structures of these blocks are established.	21-22 Literacy Block Requirements 21-22 Math Block Requirements
K-5 Scope & Sequence At-A-Glance For elementary leaders, a one-pager for each grade level will show the scope and sequence for all 4 content areas. **Preschool Objectives At-A-Glance** For Preschool	Coming soon PK Creative Curriculum Objectives for Development and Learning PK Learning Progressions
Teacher Leadership Instructional Coaches, Academic Architects, and Instructional Leads will have required monthly learning sessions throughout the year to build their leadership and have them transfer learning to their peers.	Cohort Dates
Professional Learning Platform The KickUp information sheet explains how our new platform will be used and contains helpful resources to utilize its features.	KickUp Information Sheet
Digital Resources	21-22 Digital Resources

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The updated digital resources documents explain are each intended to be used and who are points of contact for.	
school-BasedAssignments This spreadsheet is a one-stop-shop to see all the additional support staff assigned to each school.	School-Based Assignments
Grading Practices & Windows	Secondary Grading Procedures Elementary Grading Procedures HS grading timeline ESMS grading timeline
Google Classroom Guidance	Coming soon
Secondary Master Schedule	Master Schedule Guide
Attendance	Attendance GuideBook
BOY Materials	2021-2022 BOY Documents
Cluster Meeting Dates	ES Cluster Meeting Secondary Cluster Mtgs. SY21-22
Exceptional Education	Ex. Ed. Leadership Resources

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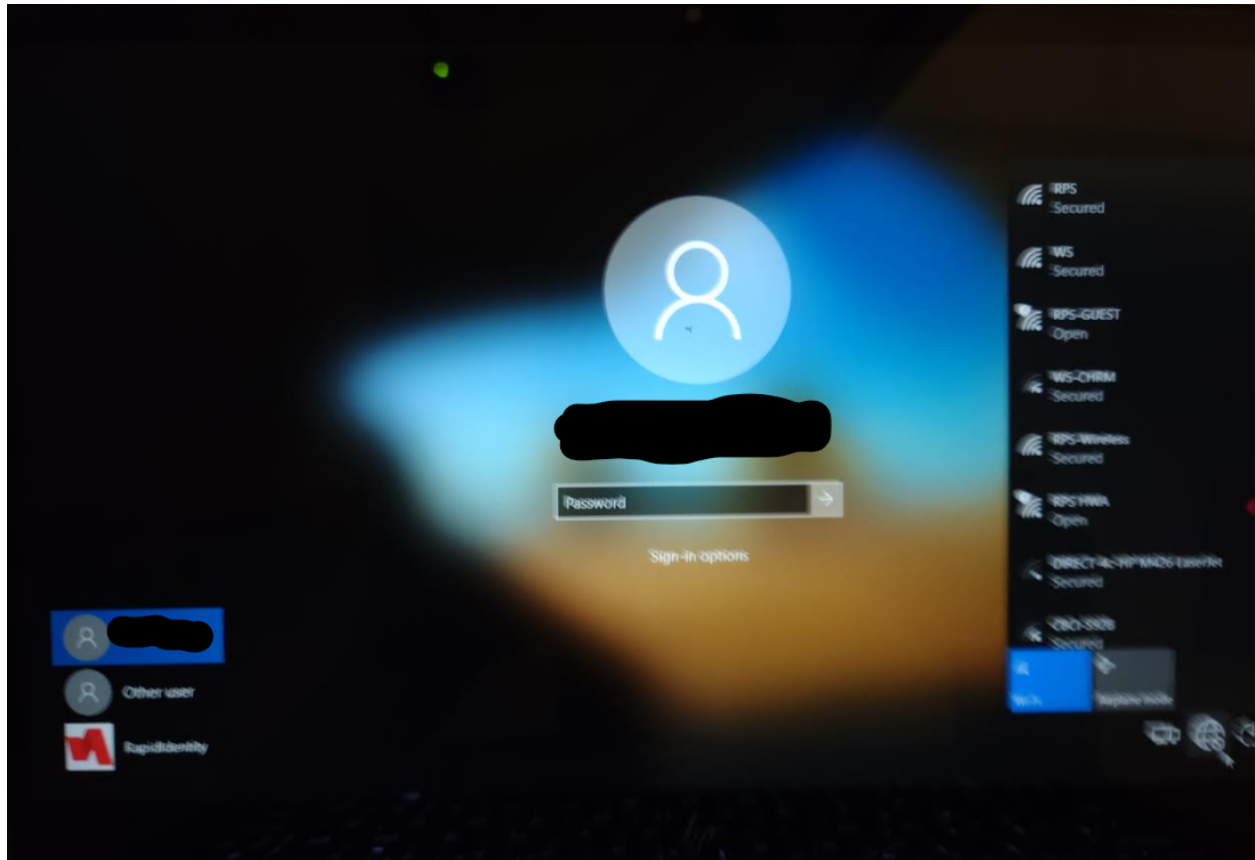*Office of The Principal*

Connecting to the RPS Wireless Network

Windows Operating System (HP laptops)

1. When you first turn on your device, you will come to the **Acceptable Use Policy** (AUP) page. Read the AUP and then click **OK**. It will then you to the **login screen**. In the bottom, a right-hand corner there are usually 3 to 4 icons. One of those icons should either be a **globe with a "don't" sign**, the **wireless signal** icon.
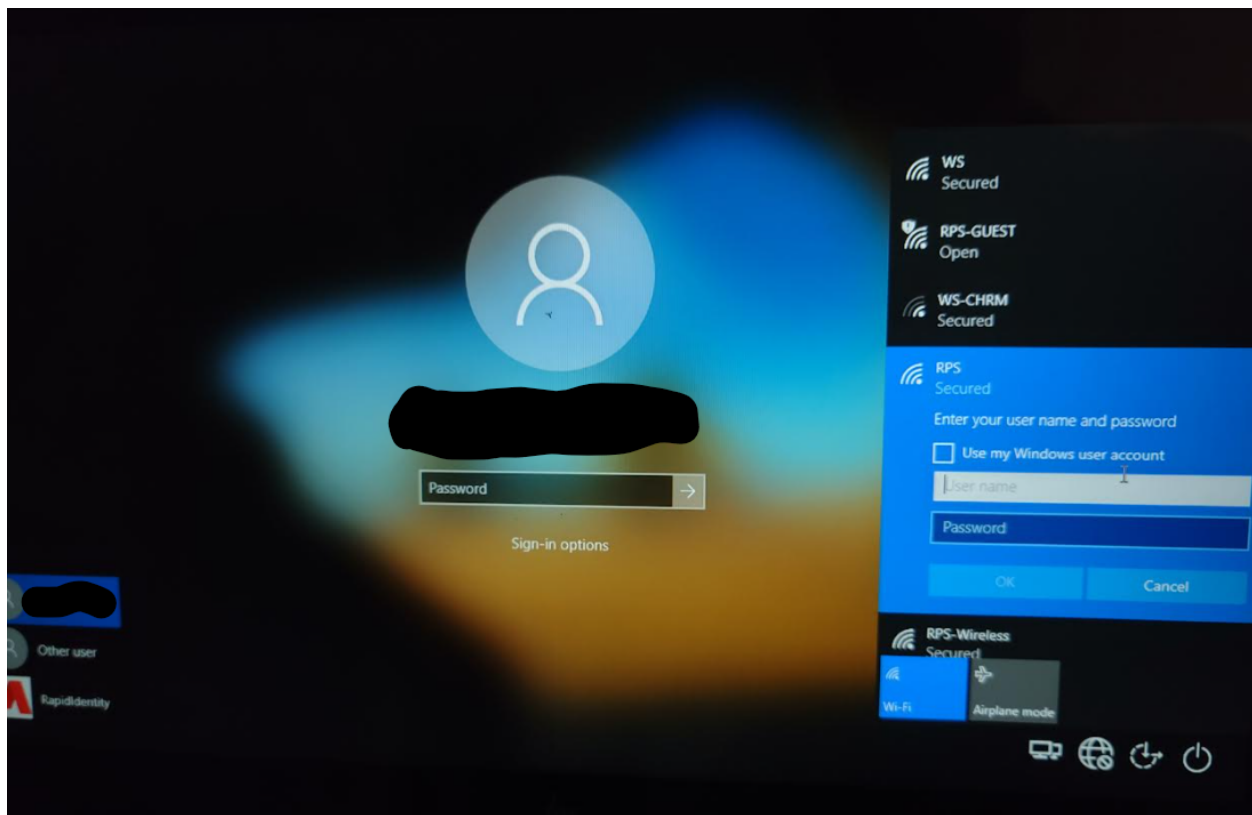
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2. When you click on the **globe** or **wireless signal** icon it will bring up a list of **wireless networks** as seen below.
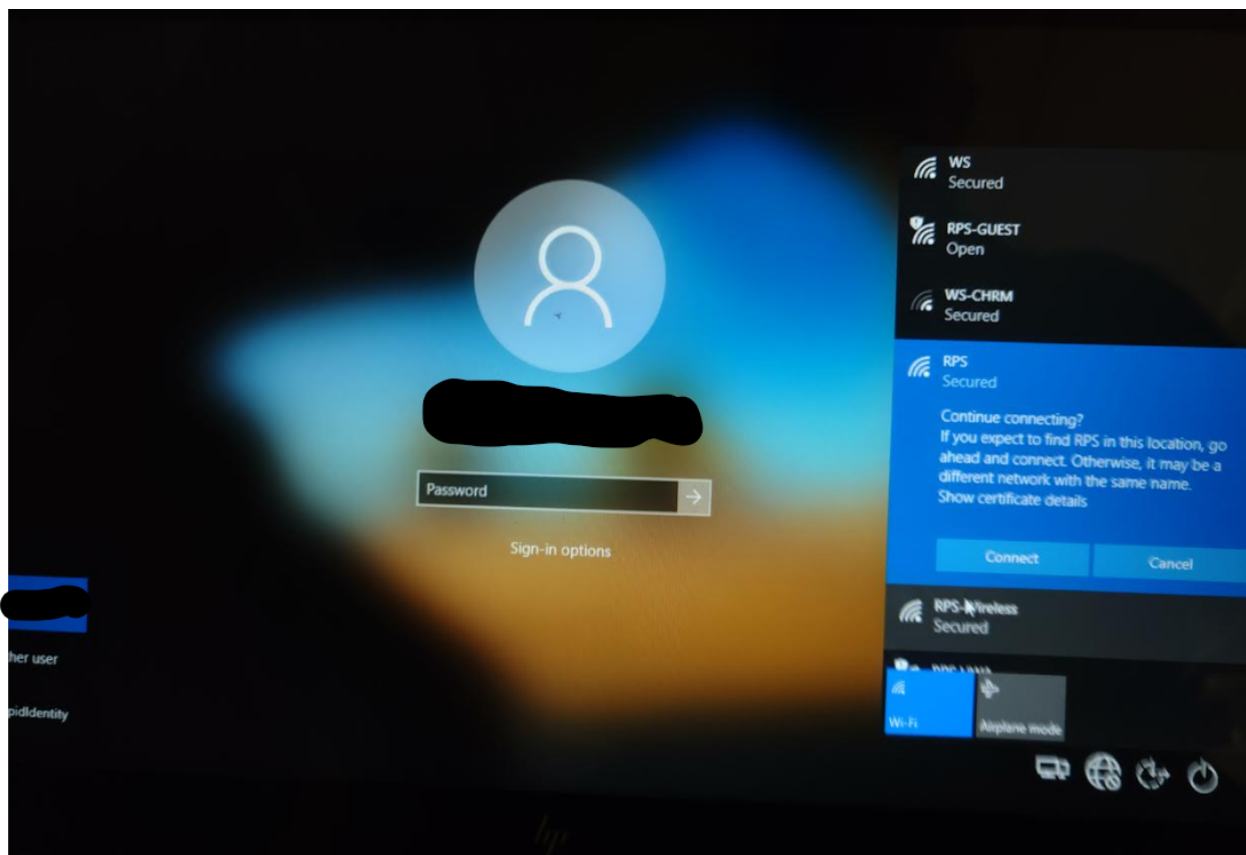
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3. Once this list is brought up click on the wireless network **RPS**. In the **connect automatically** box make sure there is a **checkmark inside** not, please click on the box. Now, click the **connect** button.

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4. Once you click the **connect** button you need to enter your **username** and **password (temporary password if you are logging in for the first time)**. Your username and password will be what you use for your **Active Directory account to log into your computer**. Make sure the **"Use my Windows user account"** box is **unchecked**. Once you enter in your username and password click **OK.** *Keep in mind, if you ever **change your password** to your Active Directory account you will need to **re-connect to the RPS wireless network** with your **new password**.*

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5. You may be asked if you want to **continue connecting**. If so, click **Connect**.

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6. If you are logging into the network for the very **first time** you will receive a message like the one shown below. You will need to enter in a **new password (password rules are on the next page)**. *If this isn't the first time you will then be connected to the RPS wireless network.*

Password Rules

Teacher passwords have been reset to <first letter of their first name><employee id>!!. For example, John Smith with an employee id of 123456 will have a temporary password of j123456!!. We have updated our wireless networks and staff will need their active directory username and password to access our new wireless network.

Password requirements
-Passwords cannot contain the user's account name or any two consecutive characters of it.
-Passwords must be at least eight characters in length.
-Passwords must contain characters from three of the following four categories

      -Uppercase characters (A through Z).
      -Lowercase characters (a through z).
      -Numbers (0 through 9).
      -Symbols (e.g. %, #, $, *)

Below are some examples of acceptable and unacceptable passwords for a user named John Smith:

happyjob1$

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Acceptable - More than eight characters and three of the four categories covered (lowercase characters, numbers, and symbols).

too much work

Acceptable - More than eight characters and three of the four categories covered (lowercase characters, uppercase characters, and symbols).

John123!

Not Acceptable – fails because part of the password is made up of characters from the user name. otherwise, it would have passed.

sm1234

Not acceptable – fails because "sm" is two consecutive characters from the user name, and only two categories are represented (lowercase and numbers). The system will remember your last 12 passwords, and they can't be reused when changing your password. Your password does not expire but can be changed at any time and should be changed if there is evidence the password has been compromised.

7. If you entered the **correct** username and password you will then be **connected** to the **RPS wireless network**.
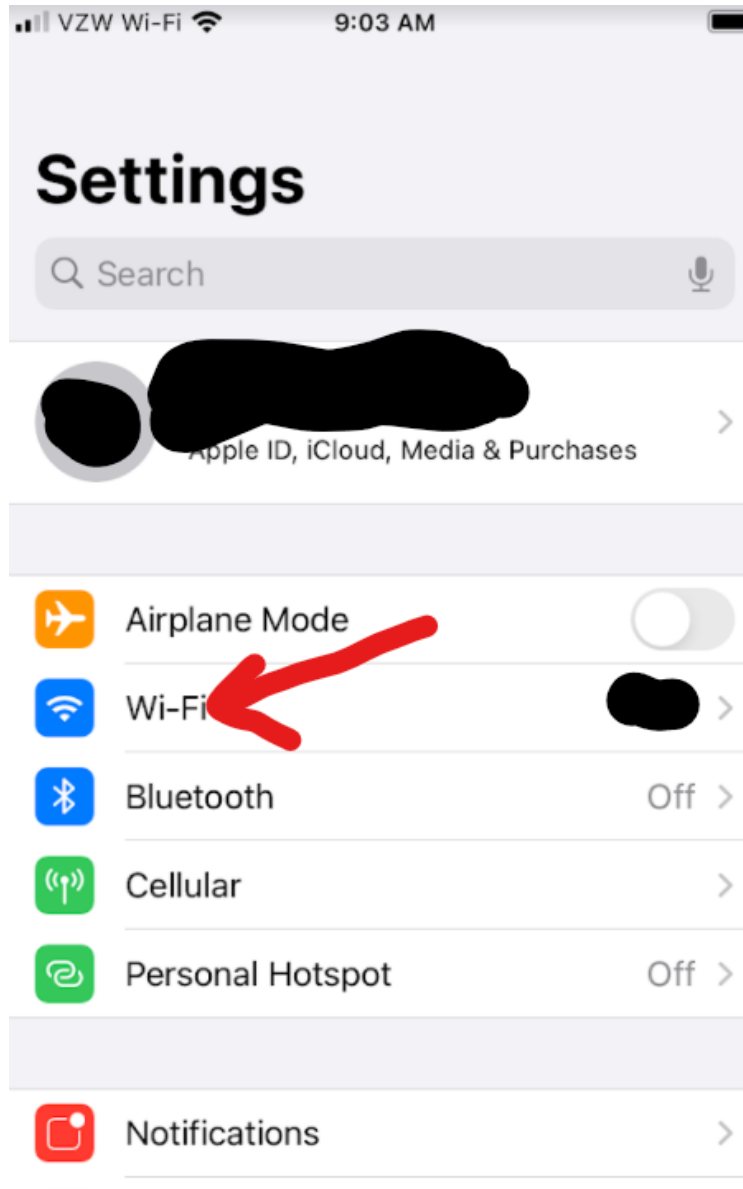
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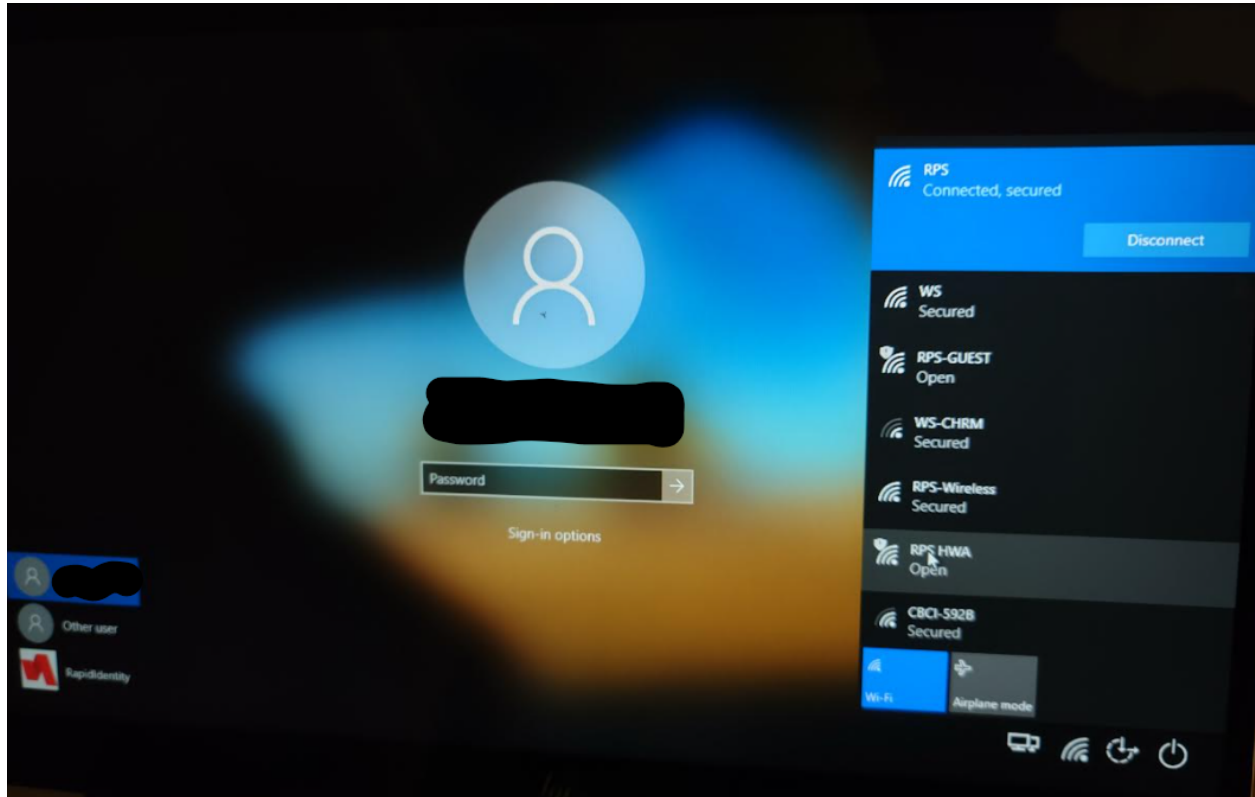
iOS (RPS issued iPhones)

1. When you get to the **desktop** of your phone click on the **settings** icon.

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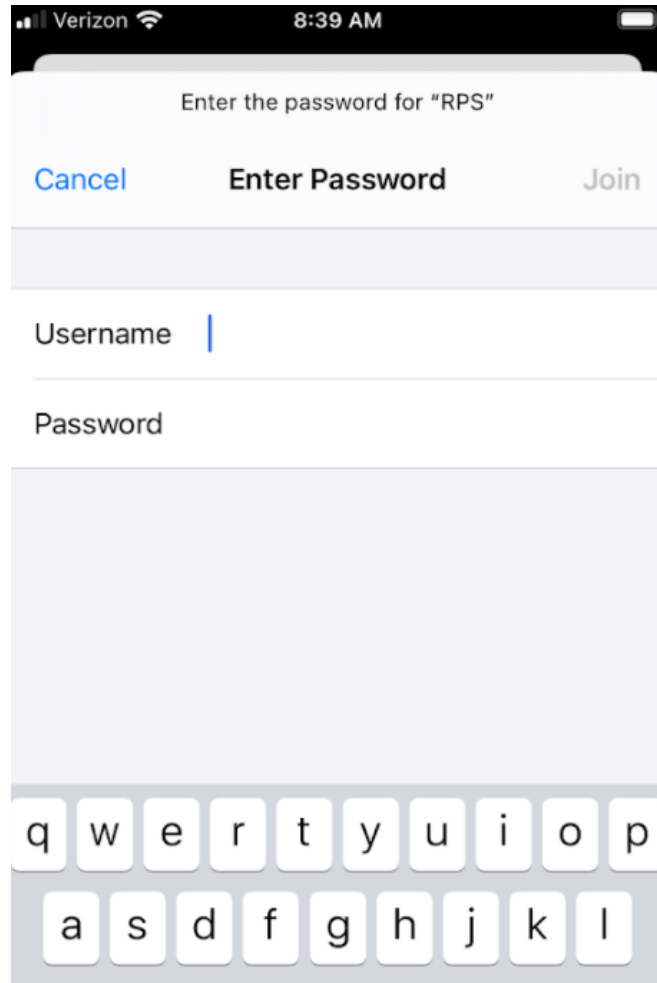**Richmond, Virginia 23223**
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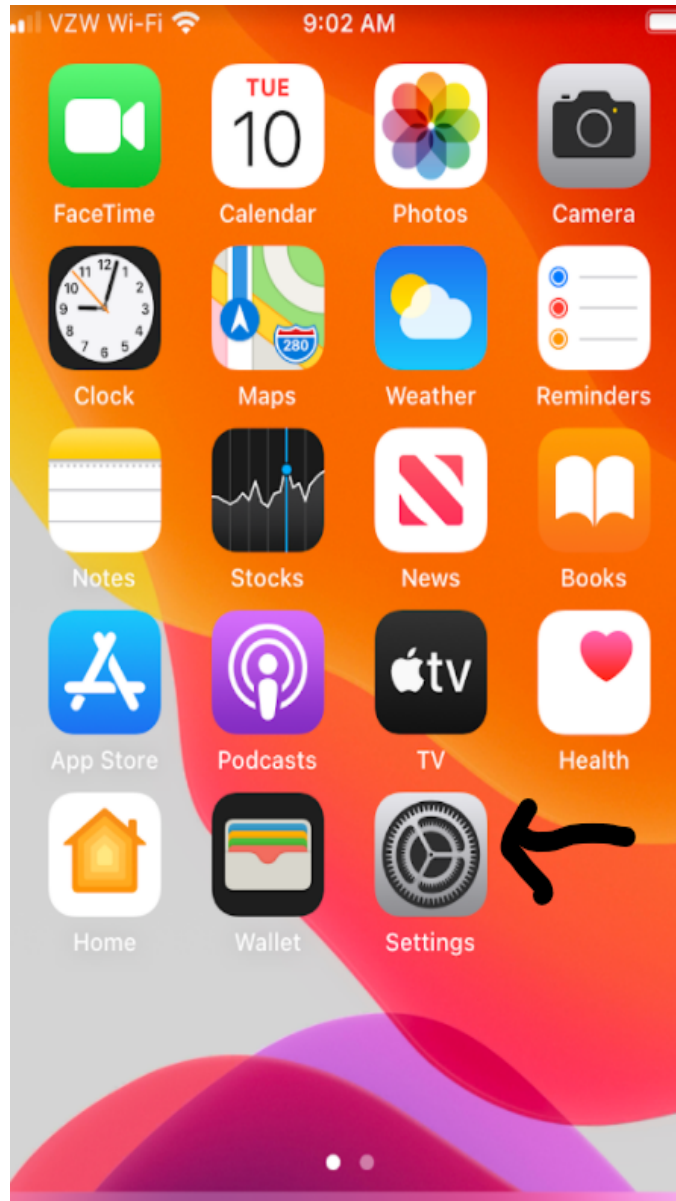
2. Within **settings** click on the **Wi-Fi** option.

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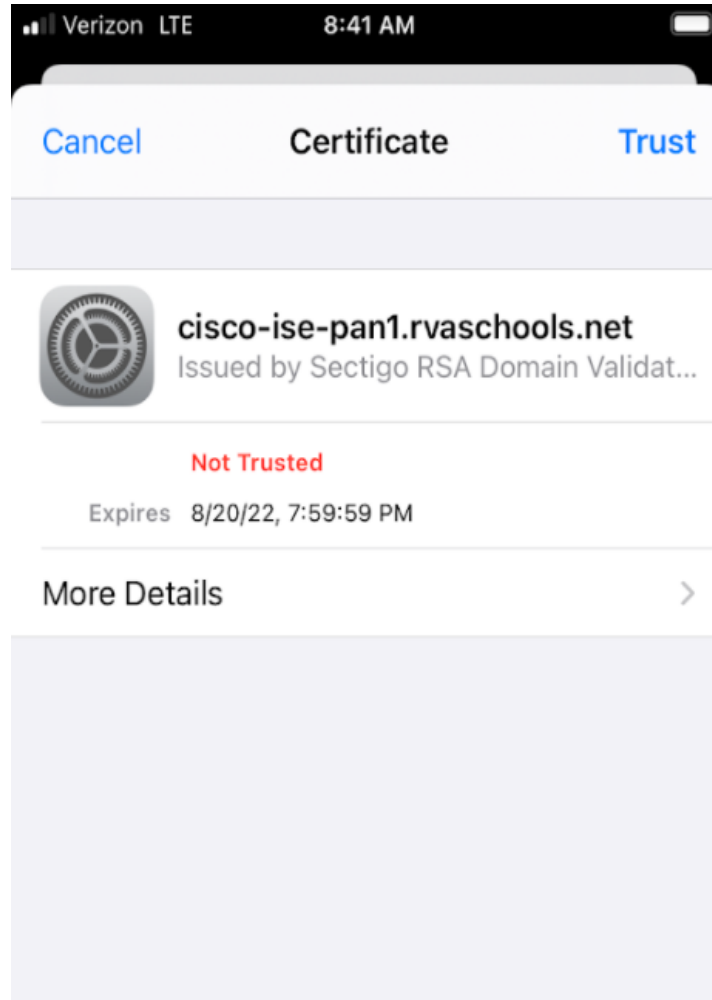
3. You will come to the **Wi-FI settings page**. On that p, age you will see several **wireless networks**. Click on the wireless network that is named, **"RPS"**.

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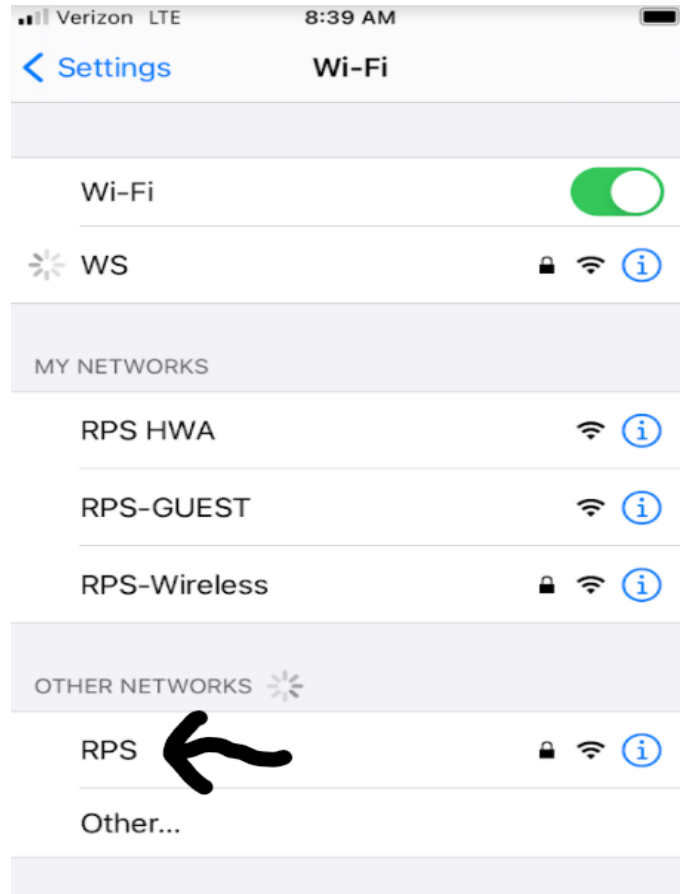
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4. Once you click on the **RPS network** you will be prompted to enter your **username** and **password**. This username and password will be the same username and password you use to log into your laptop. Once you enter in your username and password the word **"Join"** will turn **blue**. Click **Join**.
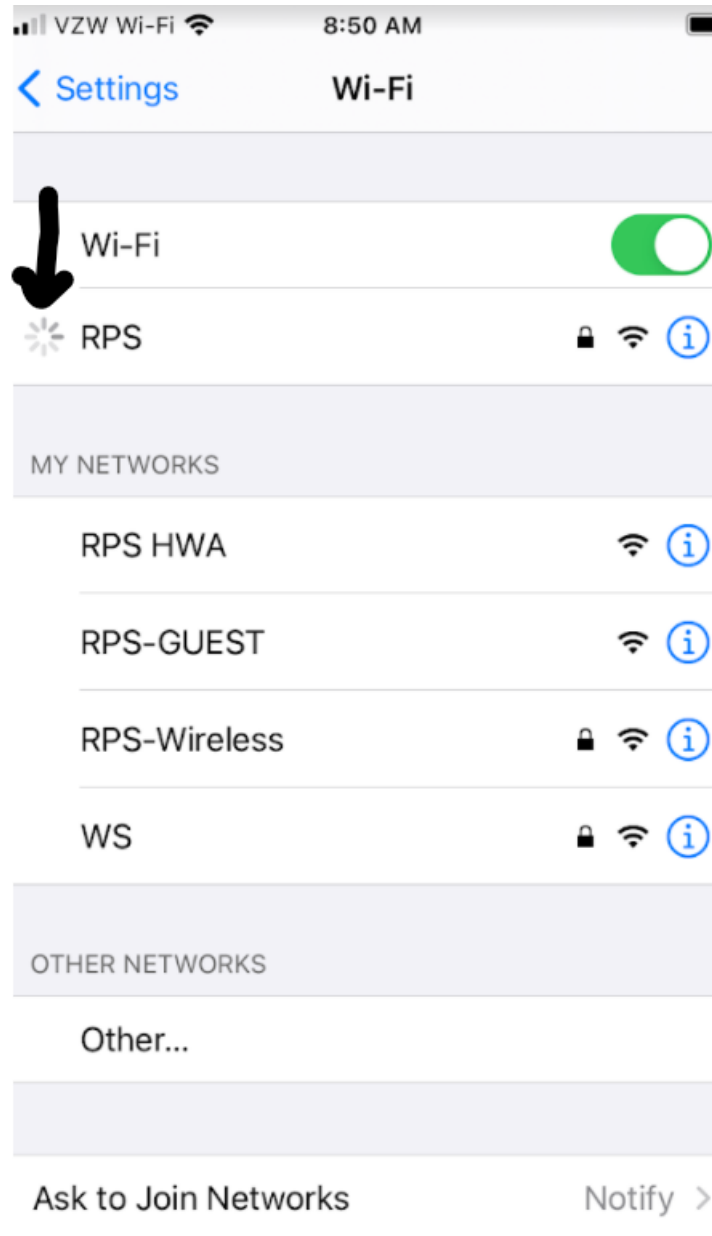
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5. Once you click **Join**, you will be asked to **trust a certificate**. Click **Trust**.

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6. Once you click **trust** you will be brought back to the **Wi-Fi settings** page. You will see a **wheel spinning** beside the wireless network **RPS**. Wait about 10 seconds, you may still see the wheel still spinning.

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7. If the **wheel** is still spinning after 10 seconds click on the Settings**ings option** and then click on the **Wi-Fi option** again. This will take you back to the **Wi-Fi settings** page where you will se**checkmark**mark beside the **RPS** wireless network. You are now connected to the RPS wireless network. *Keep in mind, if you **change your password** you will have to **re-connect to RPS** and enter in the **new password**.*

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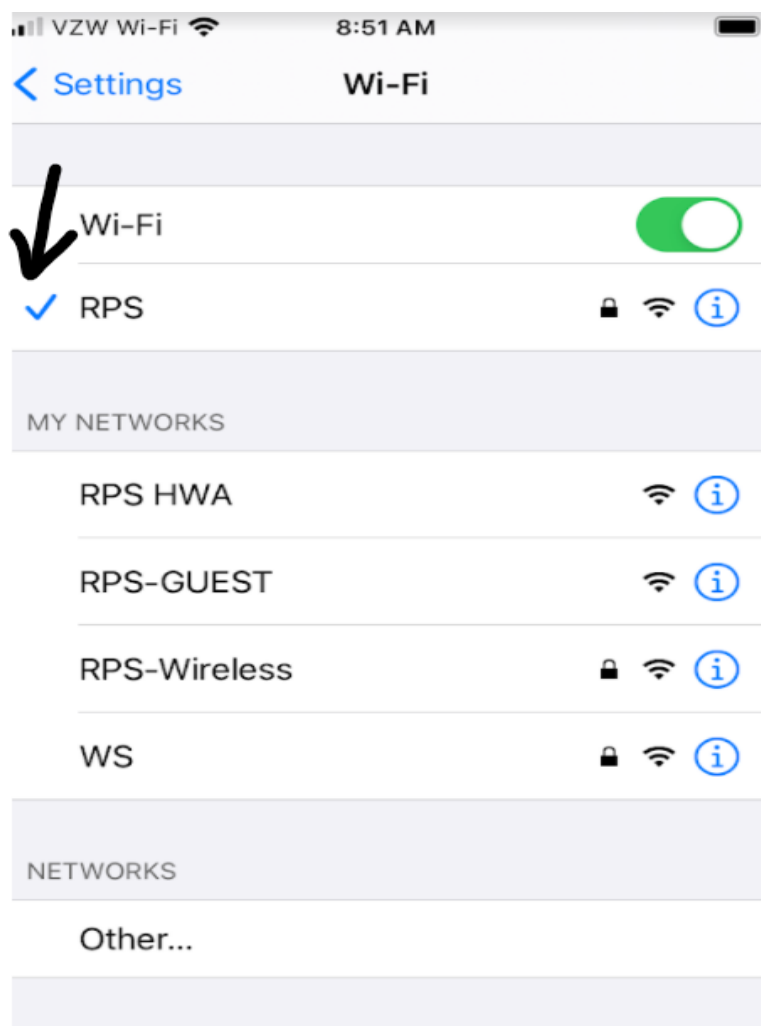
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Timeline – Subject To Change
FRANKLIN MILITARY SCHOOL – DAVID A. HUDSON

	Day of the Week	Time
Data Meeting	See Attached Sheet For Weeks	
Faculty Meeting	WEDNESDAY	2:00 p.m.
Leadership Team Meeting	WEDNESDAY/1st of The Month	4:00 P.M.
Graduation Meetings	THURSDAY	4:00 P.M.
Professional Development	Every Thursday	3:00 p.m.
School Planning and Management Team	1st WEDNESDAY OF THE MONTH	3:00 P.M.
Child Study Team	TUESDAY	ALL DAY
Grade Level Planning	ALL-DAYAY	ALL DAY
Attendance Meeting	Thursday	9:30 a.m.
Thursday Meeting 1st Week	Instructional & Safety Priorities	Sept. 5 3:00 p.m.
Thursday Meeting 2nd Week	School Climate and Culture Committee	Sept. 12 3:00 p.m.
Thursday Meeting 4th Week	Faculty Meeting	Wednesdays