

**Section 8:
Important
References
and
Information**

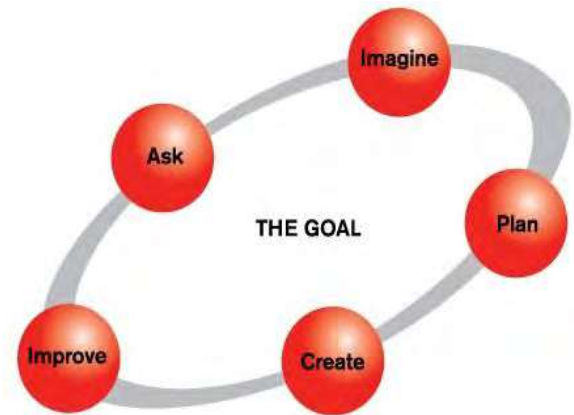


CBO Pre School Demonstration Classroom

Description:

The Demonstration Classroom teacher will provide authentic opportunities to specific preschool classrooms for colleagues to see best practices in the PreK classroom in action and have meaningful opportunities for reflection and discussion.. This in-house professional development model will take place in a host teacher's room during the normal school day, framed by a pre observation meeting and a debriefing session.

Scheduled guided observations will be available for Pre K and Kindergarten teachers and paraprofessionals.



Protocols

Pre-Observation: Your Tech Support Teacher will discuss your goals for the demonstration classroom and will help you determine where you'd like to focus. They will help you choose which of the Demonstration Classrooms is most likely to fit your learning request.

Your TST will work with you and the DC teacher to schedule the best date and time for your observation. *Note: You will need to contact your director or principal regarding dates and times for a substitute teacher for your own classroom.*

Please come into the DC classroom with a willingness to learn and a focus on the purpose of the observation.

Depending on the goals, the length of the observation may vary. Sometimes guests will just observe a brief lesson; at other times, they might stay for more than two hours to see the various transitions within an extended literacy block. In either case, the classroom operates as it normally would.

The debriefing will immediately follow the classroom observation or at a set time coordinated with your TST and the DC teacher. The debriefing will focus on what the demonstration classroom teacher did as it relates to your specific area of focus or educational goal.

You and your Tech Support Teacher will then come up with a plan of action to get you where you'd like to be and will follow up with you as needed to make sure your goals are being met and that you are on the track you'd like to be on.

truenorthlogic

True North Logic is Rochester City School District's online platform where all the pieces of professional development can connect with one another. It helps manage many tasks including tracking evaluations, course catalogs, and course enrollment and keeps everything in one place.

Accessing TNL for the first time:

Below is the link to access True North Logic:

<https://rcsdk12.truenorthlogic.com/U/P/Channel/-/Guest/Login>



Your new log in ID: your employee id number

The initial password: XYZrcsd2019 *(This is case sensitive!)*

You will be requested to change it right after you log on. Please make sure you record it somewhere safe.

Try logging on four times before contacting the TNL staff and saying there is a problem with your log-in.

How To Register Yourself in TNL

1. Click on the Course Catalog tab at the top
2. Enter UPK or the course number into the search bar under Course Catalog
3. Browse through the listings until you see the course you want
4. Click 
5. Click 
6. You'll see a Congratulations screen.

How to See Credit for a Course

Make sure you sign in to your class when you arrive

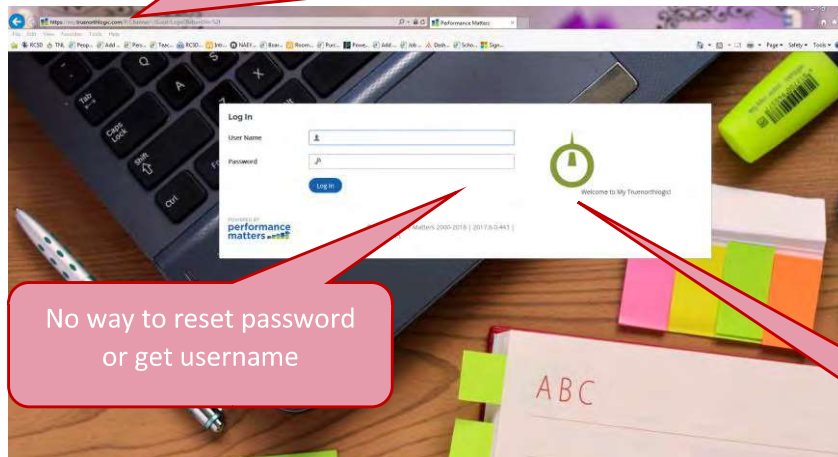
After you have completed your class, a survey for the class will appear on your TNL homepage. Complete the survey and you will be given credit for the class.

True North Logic FAQ

<https://rcsdk12.truenorthlogic.com/> True North Sign-in Page

<https://portal.office.com> District Email Link

<https://my.truenorthlogic.com/P/Channel/>



No way to reset password or get username

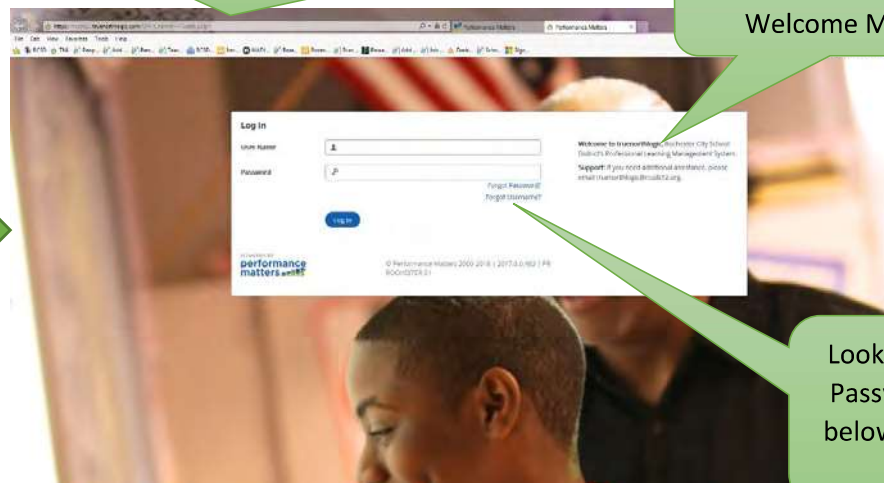
WRONG ONE

Not Rochester City School District Welcome Message

<https://rcsdk12.truenorthlogic.com/U/P/Channel/-/Guest/Login>

Look for the Rochester City School District Welcome Message.

RIGHT



Look for Forgot Password? just below the log in bars.

The process for getting someone a TNL number:

Lead Teachers: Must complete a CPDF (the data form). It will take at least 2 business days from receipt of the CPDF to receive an active number and email account.

Not Lead Teachers: Send the person's name, location, title and email to Barbara Decker. This process also takes at least two business days to complete.

Password and Username Issues:

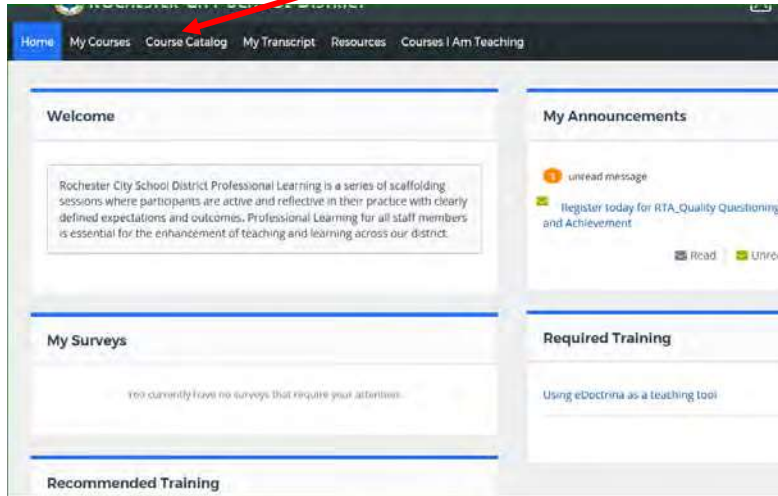
TNL: Make sure you are using the correct site (see above) and try to connect at least three times. If you are still experiencing difficulties, call or email Charity Towsley at 324-3100 or charity.towsley@rcsdk12.org.

Email: Call the helpdesk at 262-8151. They will help with all email issues but may tell the teacher the first sign-on must be done on RCSD property. This isn't always true but can help.

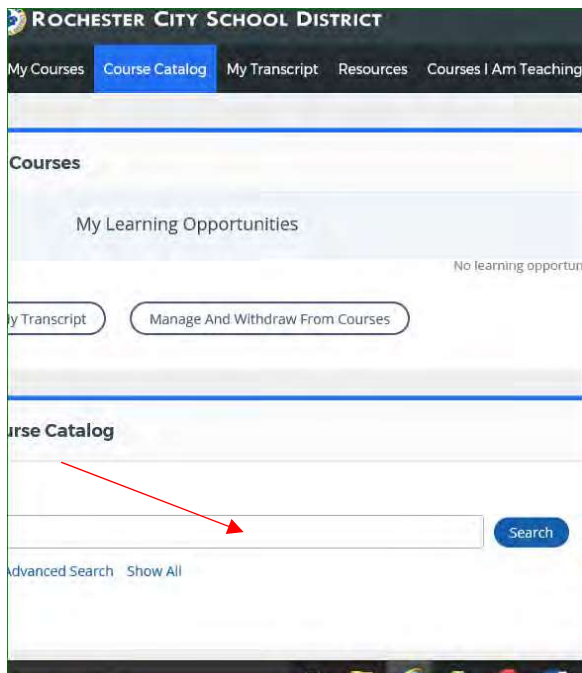
1: Log into TNL

<https://rcsdk12.truenorthlogic.com/U/P/Channel/-/Guest/Login>

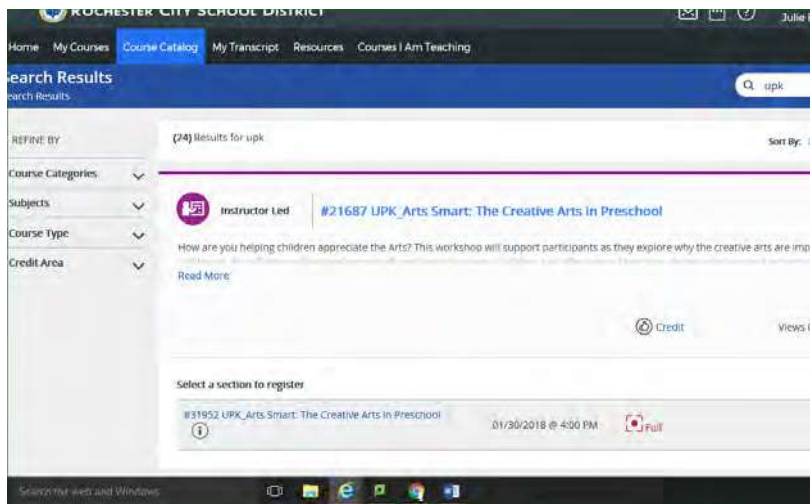
2. Click on Course Catalog



3. Enter “UPK” in the search bar, or the course number if you have it.



4. The courses will come up...just scroll through!





Rochester City School District: Community Based Organizations Email

Hello and welcome to the RCSD email system. Your RCSD email account will be available to you while you are with your Community Based Organization. ***Please note that all communication from RCSD and TrueNorthLogic will be sent to your RCSD email address.***

To access your RCSD email account you will use your newly assigned account number and its temporary password.

For example:

USERID@rcsdk12.org (USERID is your unique RCSD number)

Your Temporary Password will be the uppercase first letter of your first name followed by the lowercase first letter of your last name followed by your date of birth in the format of MMDDYYYY.

For example: Jane Doe Born on 01/01/1985, given the number 2045678

User ID: 2045678@rcsdk12.org

Temporary Password: Jd01011985

USER ID: _____@rcsdk12.org
Employee ID NUMBER

Temporary Password: _____

Capital first letter of first name	Lower case first letter of last name	Date of birth in MMDDYYYY
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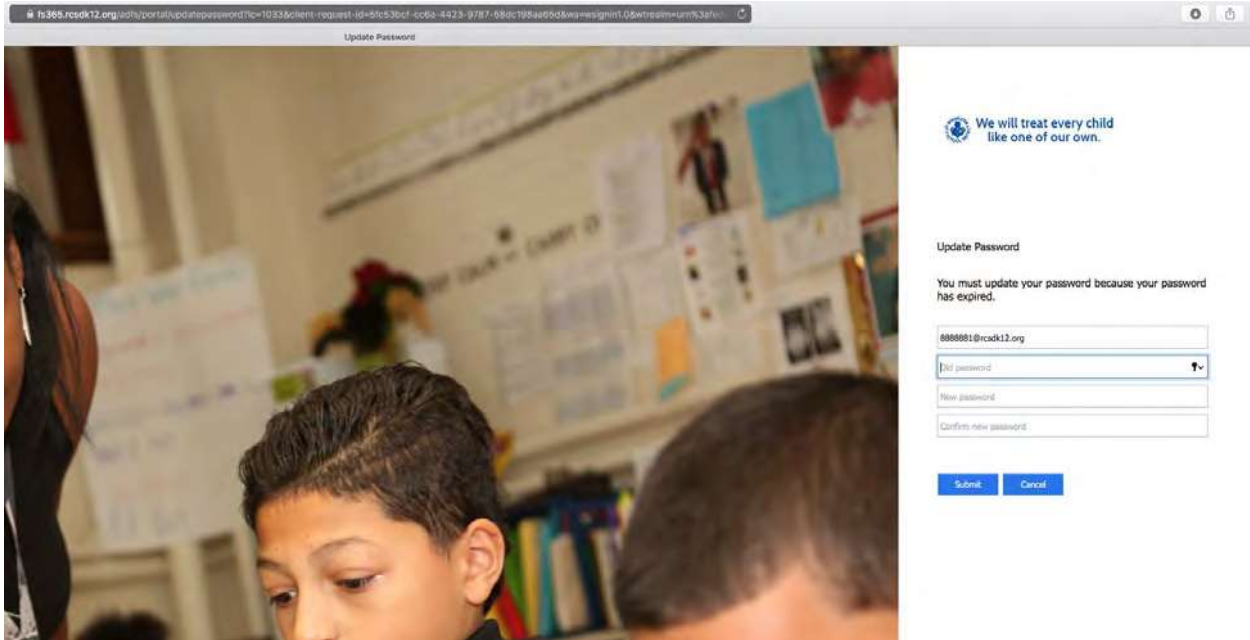
Your email address: _____ . _____@rcsdk12.org
First Name Last Name

Using Internet Explorer (the blue “e”), open a browser window. In the address bar at the top, enter <https://portal.office.com> then press the enter key.

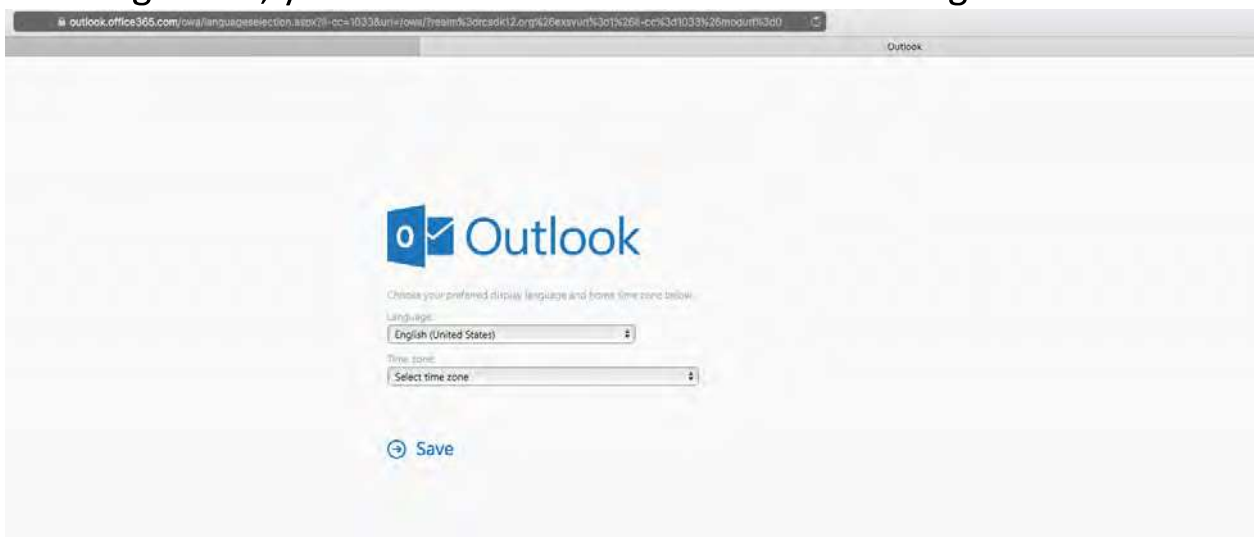


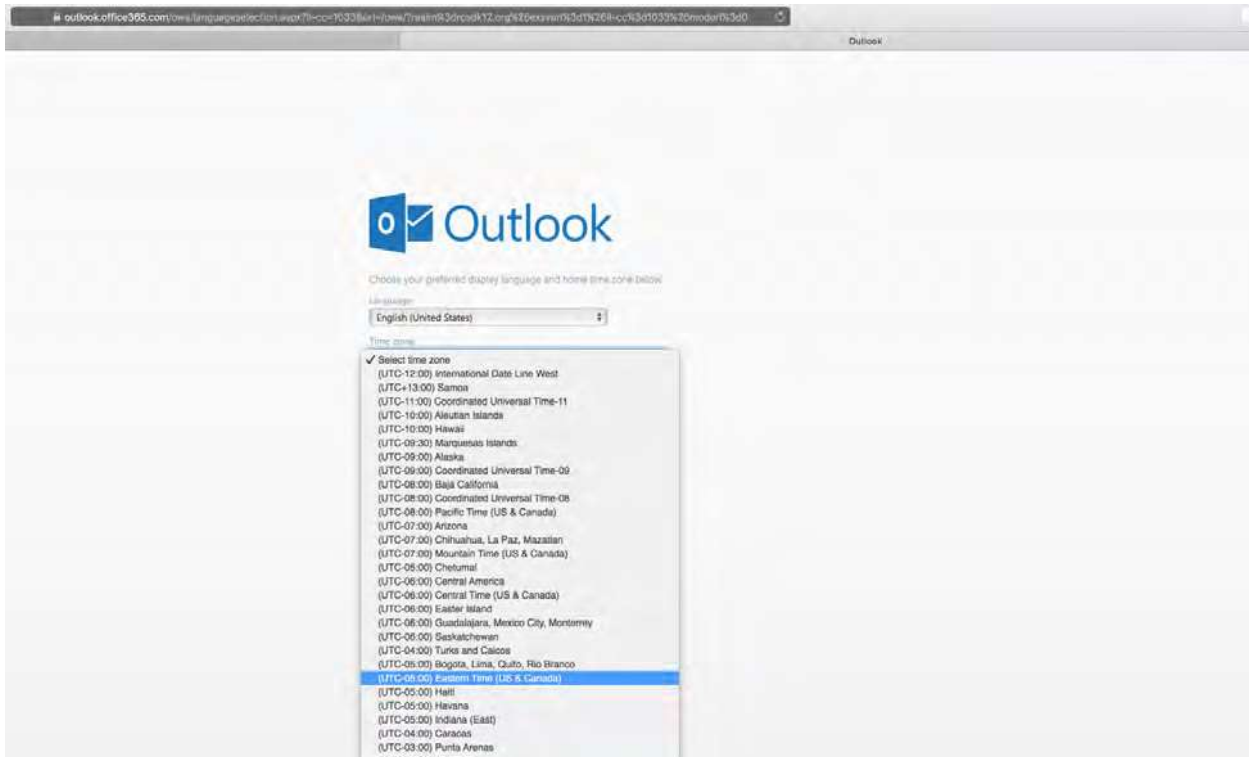
You will go to the Office 365 page. Enter your account information (USERID@rcsdk12.org). It will redirect you to a page similar to the picture below. Enter your information here then press “Sign in”. Do NOT check the box for keep me signed in if you are using a work computer or one at a public place.

Enter and reenter your temporary password and a new password (please use at least 8 characters including a number and an uppercase character)
You will be asked to sign in again with your newly established credentials:



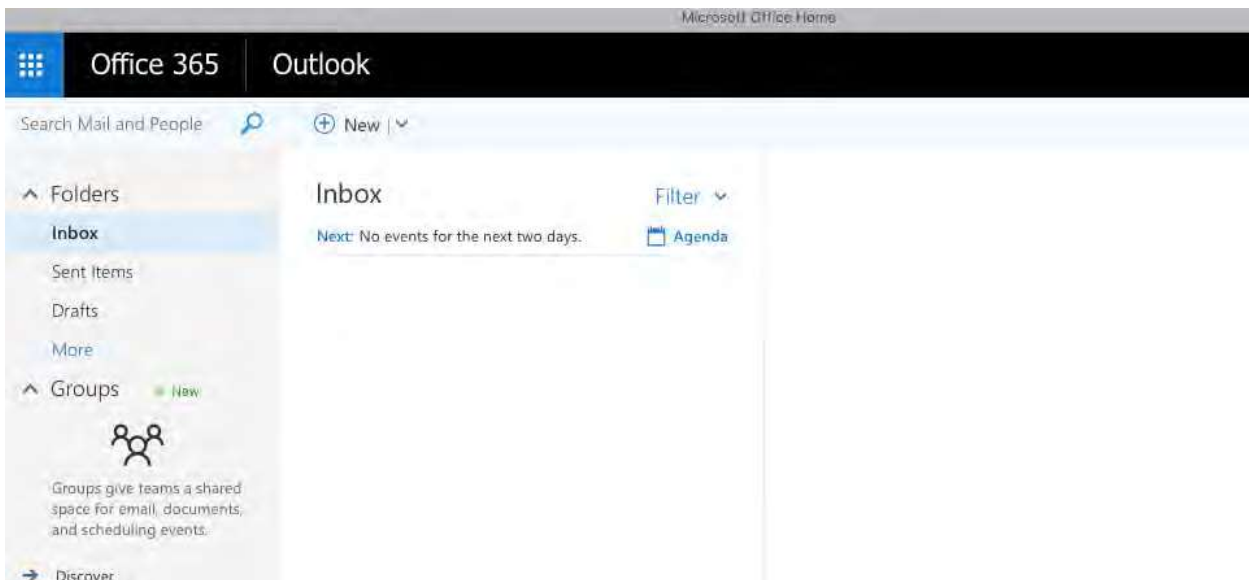
Once signed in, you will be asked for some basic settings.





Click Save

Voila



When you are done, remember to click your Name in the upper right corner and Sign out.

CONFIDENTIAL PERSONAL DATA FORM FOR CBO EMPLOYEES

CONTACT INFORMATION

PHONE: _____
 DATE OF BIRTH _____
 SOCIAL SEC # _____
 EMPL ID: _____

GENDER

MALE FEMALE

CITIZENSHIP

U.S. NON U.S.

PREVIOUSLY EMPLOYED BY RCSD

YES NO

ECE EDUCATIONAL LEVEL

- BACHELOR'S DEGREE
- VOC. EQUIV. TO BACHELOR'S
- MASTER'S DEGREE
- CERT. BEYOND MASTER'S
- DOCTORATE

CERTIFICATION LEVEL

- FIVE YEAR PLAN – ECE
- INITIAL – ECE
- PERM/PROFESSIONAL - ECE
- OTHER: _____

Note: You must provide proof within 30 days of hire of certification or plan.

Signature: _____
 Location: _____
 Tech Support Teacher: _____

PERSONAL INFORMATION

FULL NAME: _____
LAST NAME FIRST NAME INITIAL

ADDRESS: _____
NUMBER STREET APT. NO.

_____ CITY STATE ZIP

EMPLOYEE'S MAIDEN NAME: _____

EMERGENCY CONTACT

NAME: _____
 ADDRESS: _____

 PHONE #: _____
 RELATIONSHIP: Spouse Parent Child Other _____

ETHNICITY

HISPANIC / LATINO: YES NO

RACIAL BACKGROUND

This data is requested in order that we may comply with various Federal and State regulations requiring racial distribution information. Data is confidential. It will be available only in summary form for research and statistical purposes, and only upon specific authorization and for non-discriminatory use. Please check the box that applies to you based upon your predominant racial background.

- BLACK / AFRICAN AMERICAN:** A person having origins in any of the black racial groups of Africa.
- WHITE:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ASIAN:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- AMERICAN INDIAN / ALASKA NATIVE:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Today's Date: _____
 Start Date: _____
 Teaching Level: **UPK or EPK (CIRCLE ONE)**

