

# Hayfield Secondary School

## Distance Learning Support Contacts

This document contains the Distance Learning Plan (instructional schedule) and contact information for administrators, school counselors, technology support staff, and other support staff. **If you are unsure who to contact, we invite you to email [HayfieldHelpDesk@fcps.edu](mailto:HayfieldHelpDesk@fcps.edu) and someone will assist you with accessing the information you need. This email address will be monitored Monday-Friday from 8:00 am - 4:30 pm.**

Este documento contiene el Plan de aprendizaje a distancia (horario de instrucción) e información de contacto para administradores, consejeros escolares, personal de soporte tecnológico y otro personal de soporte. **Si no está seguro de a quién contactar, lo invitamos a enviar un correo electrónico a [HayfieldHelpDesk@fcps.edu](mailto:HayfieldHelpDesk@fcps.edu) y alguien lo ayudará en obtener información que necesita. Esta dirección de correo electrónico será monitoreada de lunes a viernes de 8:00 a.m. a 4:30 p.m.**

### Administrative Contacts

Administrator	Areas of Supervision	E-mail
<b>Principal:</b> Martin Grimm	All	<a href="mailto:megrimm@fcps.edu">megrimm@fcps.edu</a>
<b>Associate Principal:</b> Fred Amico	All	<a href="mailto:ffamico@fcps.edu">ffamico@fcps.edu</a>
<b>MS Director of Student Services:</b> Tim Hopkins	MS Student Services 7-12 Health and PE	<a href="mailto:tehopkins@fcps.edu">tehopkins@fcps.edu</a>
<b>MS Assistant Principal:</b> Mark Ausbrooks	Student Alpha A-F 7-12 Social Studies	<a href="mailto:maausbrooks@fcps.edu">maausbrooks@fcps.edu</a>
<b>MS Assistant Principal:</b> Kristen Boehme	Student Alpha G-N MS Special Education	<a href="mailto:kboehme@fcps.edu">kboehme@fcps.edu</a>
<b>MS Assistant Principal:</b> Cheryl Ritchie	Student Alpha O-Z 7-12 English	<a href="mailto:caritchie@fcps.edu">caritchie@fcps.edu</a>

## Administrative Contacts Continued

Administrator	Areas of Supervision	E-mail
<b>HS Director of Student Services:</b> Erin Crowley	HS Student Services 7-12 Career and Technical Education	<a href="mailto:eecrowley@fcps.edu">eecrowley@fcps.edu</a>
<b>HS Director of Student Activities:</b> E.W. Nowland	Student Activities 7-12 Fine and Performing Arts	<a href="mailto:ewnowland@fcps.edu">ewnowland@fcps.edu</a>
<b>HS Assistant Principal:</b> Lukisha Barerra Gibbs	Student Alpha A-Dan 7-12 ESOL 7-12 World Languages	<a href="mailto:lbjibbs@fcps.edu">lbjibbs@fcps.edu</a>
<b>HS Assistant Principal:</b> Carmen Lofton Johnson	Student Alpha Dao-Ki 7-12 Science 7- 12 AVID	<a href="mailto:cloftonjohnson@fcps.edu">cloftonjohnson@fcps.edu</a>
<b>HS Assistant Principal:</b> Christina Cashman	Student Alpha Kj-Q 7- 12 Math	<a href="mailto:chcashman@fcps.edu">chcashman@fcps.edu</a>
<b>HS Assistant Principal:</b> Matthew Mough	Student Alpha R-Z HS Special Education	<a href="mailto:mtmough@fcps.edu">mtmough@fcps.edu</a>
<b>Systems of Support Advisor:</b> Casey Quigley	Student and Support 7-12	<a href="mailto:crquigley@fcps.edu">crquigley@fcps.edu</a>
<b>Hawks Stay After:</b> Adam Fitzgerald	Student Support	<a href="mailto:amfitzgeral@fcps.edu">amfitzgeral@fcps.edu</a>

## Student Services

School Counselors, Career Center Specialist, Assessment Coach, and Clinical Staff are available via email if you have a concern or issue that needs attention. Student Services staff have been asked to respond to messages within one business day.\*

Los consejeros escolares, el especialista del centro de carreras, el asesor de evaluaciones y el personal clínico están disponibles por correo electrónico si tiene alguna inquietud o problema que necesite atención. Se le ha pedido al personal de Servicios Estudiantiles que responda los mensajes dentro de un día hábil. \*

**\*Any FCPS parent may schedule a 30-minute phone consultation with a school psychologist or school social worker, for either themselves or their middle or high school student. This consultation provides an opportunity for parents to receive guidance on how to support their student's emotional well-being during their time away from school. Student consultations will provide support and strategies to students who may be experiencing difficulties with anxiety, mood, behavior, or peer or family interactions during this unprecedented and challenging time. Information about community resources will also be made available. To schedule a phone consultation, parents should click the following link:**

**<https://forms.gle/WKchwGnv4LkezQwG8>.**

**This service is not intended for mental health emergencies. If an emergency is suspected or indicated, please call 911. Additionally, students and families can access mental health support if there is a crisis of emergency during the time of the closure.**

\* Cualquier padre de FCPS puede programar una consulta telefónica de 30 minutos con un psicólogo escolar o un trabajador social escolar, ya sea para ellos mismos o para su estudiante de secundaria o preparatoria. Esta consulta ofrece una oportunidad para que los padres reciban orientación sobre cómo apoyar el bienestar emocional de sus hijos durante su tiempo fuera de la escuela. Las consultas con los estudiantes brindarán apoyo y estrategias a los estudiantes que puedan estar experimentando dificultades con la ansiedad, el estado de ánimo, el comportamiento o las interacciones entre compañeros o familiares durante este momento sin precedentes y desafiante. También se pondrá a disposición información sobre recursos comunitarios. Para programar una consulta telefónica, los padres deben hacer clic en el siguiente enlace: <https://forms.gle/WKchwGnv4LkezQwG8> Este servicio no está destinado a emergencias de salud mental. Si se sospecha o se indica una emergencia, llame al 911. Además, los estudiantes y las familias pueden acceder al apoyo de salud mental si hay una crisis de emergencia durante el momento del cierre.

**Middle School Student Services**  
**Director of Middle School Student Services: Timothy Hopkins [tehopkins@fcps.edu](mailto:tehopkins@fcps.edu)**

Counselor/Clinician	Alpha	Email
Lynette Henry, Counselor	A-Dat	<a href="mailto:lmhenry@fcps.edu">lmhenry@fcps.edu</a>
Tim Dodson, Counselor	Dav-Kia	<a href="mailto:htdodson@fcps.edu">htdodson@fcps.edu</a>
Anna Brussel, Counselor	Kib-Rh	<a href="mailto:arbrussel@fcps.edu">arbrussel@fcps.edu</a>
Katie Raffaelli, Counselor	Ri-Z	<a href="mailto:klraffaelli@fcps.edu">klraffaelli@fcps.edu</a>
Susan Aaron, Military Family Life Counselor	A-Z (Military Students and Families)	<a href="mailto:saaron@fcps.edu">saaron@fcps.edu</a>
Kanika Willis, School Social Worker	All	<a href="mailto:kawillis1@fcps.edu">kawillis1@fcps.edu</a>
Laura White, School Psychologist	All	<a href="mailto:llwhite@fcps.edu">llwhite@fcps.edu</a>
Nadia Pietri, SSA	Student Registrations, 7-8 Student Information Updates, 7-8	<a href="mailto:nnpietri@fcps.edu">nnpietri@fcps.edu</a>

**High School Student Services**  
**Director of High School Student Services: Erin Crowley, [eecrowely@fcps.edu](mailto:eecrowely@fcps.edu)**

Counselor/Clinician	Alpha	Email
Jaime Alvis, Counselor	A - Be	<a href="mailto:jsalvis@fcps.edu">jsalvis@fcps.edu</a>
Kellie Rodriguez-Lee, Counselor	Bf - Dan	<a href="mailto:ksrodriguez1@fcps.edu">ksrodriguez1@fcps.edu</a>
Eric Williams, Counselor	Dao - Gr	<a href="mailto:ewilliams1@fcps.edu">ewilliams1@fcps.edu</a>
Chloe Thomas, Counselor	Gu - Ki	<a href="mailto:cthomas@fcps.edu">cthomas@fcps.edu</a>
Joann Quinia, Counselor	Kj - Mon	<a href="mailto:jlquinia@fcps.edu">jlquinia@fcps.edu</a>
Enrique Fernandez, Counselor	Moo - Q	<a href="mailto:eafernandez@fcps.edu">eafernandez@fcps.edu</a>
Ghil Hong, Counselor	R-S	<a href="mailto:gohong@fcps.edu">gohong@fcps.edu</a>
Corey Gilmore, Counselor	T-Z	<a href="mailto:acgilmore@fcps.edu">acgilmore@fcps.edu</a>
Amy Ferguson, Career Center	A-Z	<a href="mailto:ahferguson@fcps.edu">ahferguson@fcps.edu</a>
Susan Aaron, Military Family Life Counselor	A-Z (Military Students and Families)	<a href="mailto:saaron@fcps.edu">saaron@fcps.edu</a>
Robin Powell, School Psychologist	A-Z	<a href="mailto:rmpowell@fcps.edu">rmpowell@fcps.edu</a>
Chelsy Pelletier-Blain	A-Z	<a href="mailto:capelletierb@fcps.edu">capelletierb@fcps.edu</a>
Emily Gregory, Assessment Coach	A-Z, AP Exams	<a href="mailto:ehgregory@fcps.edu">ehgregory@fcps.edu</a>
Norma Reynolds, Registrar	New Student Registrations	<a href="mailto:nereynolds@fcps.edu">nereynolds@fcps.edu</a>
Julie Hall, Student Information	Student Information Updates	<a href="mailto:jahall@fcps.edu">jahall@fcps.edu</a>
Karen Young, Transcripts	Transcripts and School Records	<a href="mailto:kbyoung1@fcps.edu">kbyoung1@fcps.edu</a>

## Library and Database Support

Our Librarians are available to support media questions and concerns. Someone will respond as soon as possible.

### Biblioteca y soporte de bases de datos

Nuestros bibliotecarios están disponibles para responder preguntas y preocupaciones de los medios. Alguien responderá lo antes posible.

Name	Email
Annalee Schnebele, Librarian	<a href="mailto:asschnebele@fcps.edu">asschnebele@fcps.edu</a>
Mindy Klein, Librarian	<a href="mailto:mklein@fcps.edu">mklein@fcps.edu</a>
Stacy Gilbert, Librarian	<a href="mailto:segilbert@fcps.edu">segilbert@fcps.edu</a>

## Parent Liaisons

Our Parent Liaisons are available to assist parents with information, concerns, and language supports.\*

### Oficina de Enlace Familiar

Nuestros padres enlaces están disponibles para ayudar a los padres con información, inquietudes y apoyo lingüístico.\*

Name	Email
Robert Barnes	<a href="mailto:rdbarnes@fcps.edu">rdbarnes@fcps.edu</a>
Liliana Traweek (se habla Español)	<a href="mailto:ltraweek@fcps.edu">ltraweek@fcps.edu</a>

# Technology Support

## Apoyo Tecnológico

If you have a **technology related issue**, please copy and paste the appropriate box into a new email and fill in the information. Requests are being handled in the order they are received and due to the number of current requests, resolution may take longer than usual. Thanks for your assistance and continued patience while we navigate these uncharted waters together.

Si tiene un **problema relacionado con la tecnología**, copie y pegue el cuadro correspondiente en un nuevo correo electrónico y complete la información. Las solicitudes se manejan en el orden en que se reciben y, debido a la cantidad de solicitudes actuales, la resolución puede demorar más de lo habitual.

Gracias por su ayuda y paciencia continua mientras navegamos juntos por estas aguas desconocidas.

### Broken FCPS Hardware?

Send an email to: [ITServiceDesk@fcps.edu](mailto:ITServiceDesk@fcps.edu)

Student Name:

Student ID:

School Name: Hayfield Secondary

Contact person:

Contact email address:

Contact phone number:

If an issue with student laptop, full student laptop barcode:

What is the issue you are having? Please be as specific as possible to help us help you.

### Need to have a SIS account created?

Send an email to: [ITServiceDesk@fcps.edu](mailto:ITServiceDesk@fcps.edu)

Student Name:

Student ID:

School Name: Hayfield Secondary

Parent Name:

Parent email address:

Parent phone number in case a call is needed:

### Cannot login to SIS?

If you cannot login to SIS but already have a username, please use the reset password button on the SIS screen. If that is unsuccessful, please use the above box to write your email requesting a password reset.

**Expired student password?**

Send an email to: [ITServiceDesk@fcps.edu](mailto:ITServiceDesk@fcps.edu)

Student Name:

Student ID:

School Name: Hayfield Secondary

Contact name:

Contact phone number:

**Choose the best statement to paste into the email-**

Hi, my password says that it will expire in \_\_\_\_\_ days. Can you help me reset it?

**OR**

Hi, my password says that it expired. Can you help me reset it?

**FCPSSCHOOLS.NET (Google, Schoogle, School Google) will not allow student login? Cannot login to FCPSON 1:1 laptop?**

Send an email to: [ITServiceDesk@fcps.edu](mailto:ITServiceDesk@fcps.edu)

Student Name:

Student ID:

School Name: Hayfield Secondary

Contact name:

Contact phone number:

**Choose the best statement to paste into the email-**

I can log into the computer just fine but my fcpsschools.net account says I changed my password. Can you help me?

**OR**

I cannot login into my FCPSON device and I can login to fcpsschools.net from another computer. Can you help me?

**OR**

I cannot login to any FCPS accounts. Can you help me?

**Unsure who to contact? Email [HayfieldHelpDesk@fcps.edu](mailto:HayfieldHelpDesk@fcps.edu) and someone will assist you!**



# Hayfield Distance Learning Schedule

Grade Level	Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Middle School</b>  <i>MS Students meet with 4 core and HS credit World Language teachers for synchronous instruction</i></p> <p><b>High School</b>  <i>HS Students meet with all teachers for synchronous instruction</i></p>	<p><b>Independent or collaborative work completed by students.</b></p> <p><b>Dedicated Planning Time for Instructional Staff:</b></p> <ul style="list-style-type: none"> <li>● Check-in time for administrators and faculty</li> <li>● Individual, grade level and content team planning within school or across division. Time to record, create and post assignments and presentations, respond to emails, etc.</li> </ul>	<p><b>Bell Schedule by Period</b></p> <p>1: 9:15-10:00</p> <p>3: 10:30-11:15</p> <p style="text-align: center;">Lunch Break</p> <p>5: 12:15-1:00</p> <p>7: 1:30-2:15</p>	<p><b>Office Hours</b></p> <p>8:00-9:30 English/Literacy</p> <p>9:30-11:00 HPE/World Lang/Fine &amp; Perf Arts/Electives</p> <p>11:00-12:30 Science</p> <p>12:30-2:00 Math</p> <p>2:00-3:30 Social Studies</p> <p>Independent or collaborative work completed by students.</p> <p>Office Hours for Individualized Instruction and Support</p>	<p><b>Bell Schedule by Period</b></p> <p>2: 9:15-10:00</p> <p>Flex: 10:30-11:15</p> <p>Lunch Break</p> <p>6: 12:15-1:00</p> <p>8: 1:30-2:15</p> <p>Flex = Student Choice, Clubs, and Activities</p>	<p><b>Office Hours</b></p> <p>8:00-9:30 English/Literacy</p> <p>9:30-11:00 HPE/World Lang/Fine &amp; Perf Arts/Electives</p> <p>11:00-12:30 Science</p> <p>12:30-2:00 Math</p> <p>2:00-3:30 Social Studies</p> <p>Independent or collaborative work completed by students.</p> <p>Office Hours for Individualized Instruction and Support</p>