

School Leader

Welcome Toolkit





Thank you for choosing Fly Five as your social, emotional, and academic solution.

Dear Fly Five School Leader,

We are thrilled to welcome you to the Fly Five community! As a Fly Five school leader, you play a pivotal role in shaping the SEL journey in your school community, and we want to ensure that your experience with us is seamless and enjoyable from the beginning. This guide provides an overview of your role in kick-starting Fly Five implementation, as well as the tools and resources you will use to prepare your school community for taking flight with Fly Five.





What's in Your Welcome Toolkit

Product Overview

A detailed guide to Fly Five products and services, outlining key features and benefits.

Getting Started Guide

Step-by-step instructions to help you set up and activate your account or product. This guide will walk you through the initial setup process, ensuring a smooth onboarding experience.

FAQs

Anticipating your questions, we've compiled a list of frequently asked questions and provided detailed answers to assist you promptly.

Contact Information

Our dedicated customer support team is here to assist you. Find our contact details in the kit for any inquiries or assistance you may need.

How to Use Your Welcome Toolkit

1. Read Through

Take a moment to go through the Welcome Kit thoroughly. It contains valuable information that will enhance your understanding of where to begin.

2. Refer to Guides

For specific setup instructions, troubleshooting tips, or any other queries, refer to the Getting Started Guide and FAQs included in the kit.

3. Reach Out

Don't hesitate to contact our customer support team with questions.



Stay Connected

Follow us on social media for the latest updates, tips, and exclusive offers. We also love to share SEL insights from our community, so be sure to tag us in your Fly Five posts!









We value your feedback and encourage you to share your thoughts with us on social media or contact us through our website at www.flyfivesel.org/contact-us.

Thank you for choosing Fly Five. We look forward to partnering with you and ensuring that your experience with us exceeds your expectations.

Welcome aboard!



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Implementation Phases

Implementation Phases



1. Plan

The goals and objectives for curriculum implementation are defined through the Customer Success Plan. School Leaders and Ambassadors will have access to this document to provide support as needed.

2. Prepare

Digital platforms are assigned, materials are received, and school personnel are trained.

3. Execute

License holders begin to deliver lessons and tasks outlined in the Customer Success Plan are carried out.

5. Close, Celebrate, and Look Ahead

Complete the C-SETI, wrap up lesson delivery, celebrate successes, and analyze data to help identify future goals.

4. Monitor and Evaluate

Progress is monitored, feedback is collected, and lessons learned are documented and shared with stakeholders.



Product Overview: Print or Digital?

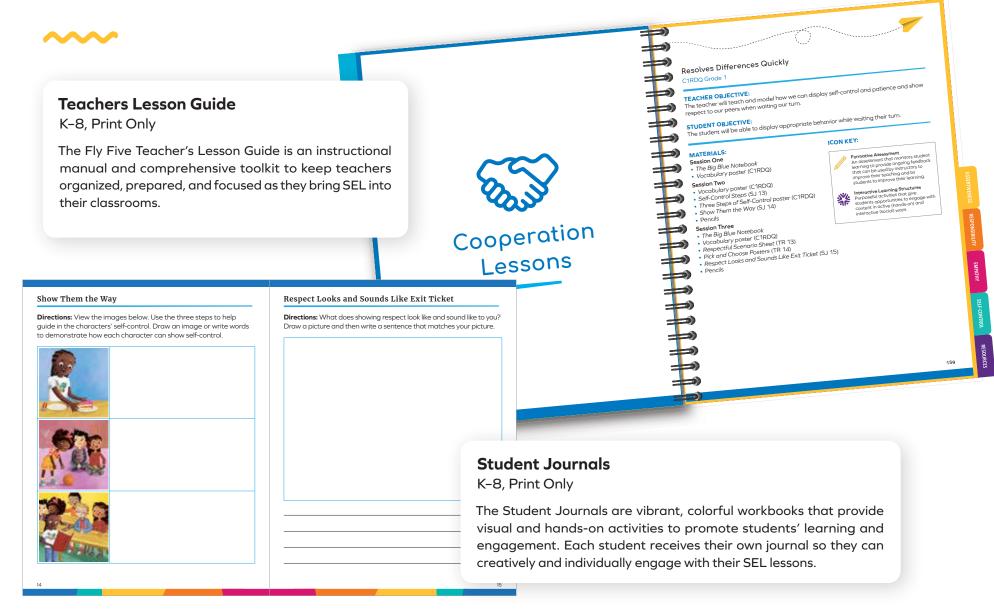
- **~~~**
- The Fly Five instructional program is a combination of print and digital materials designed to empower educators in their teaching and students in their learning.
- These components ensure student learning is constructive, dynamic, and developmentally appropriate.

Reference the chart below to identify the print and digital resources for each grade level.



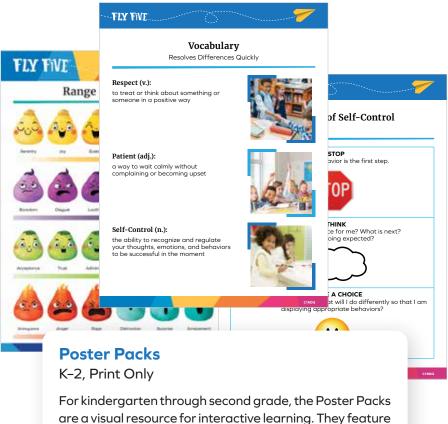
	Teacher's Lesson Guide	Student Journal	Poster Pack	PPT	Scenario Cards	The Mindful Student	School to Home Connection	Learning Management System
K								
1st								
2nd								
3rd								
4th								
5th								
6th								
7th								
8th								









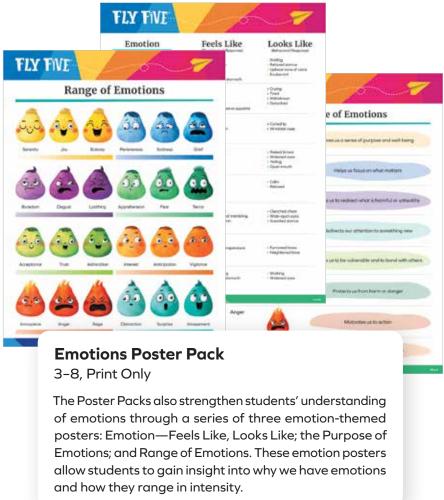


concept maps and character illustrations that support

students' understanding of SEL lessons and vocabulary

as well as the Emotion Posters.

CHOQ









The Mindful Student

K-8, Print and Digital

The Mindful Student includes 20 grade-specific mindfulness lessons, each focused on a C.A.R.E.S. competency and grade-level skill. The activities range from interactive partner work and role-playing to quiet visualizations and guided reflection.



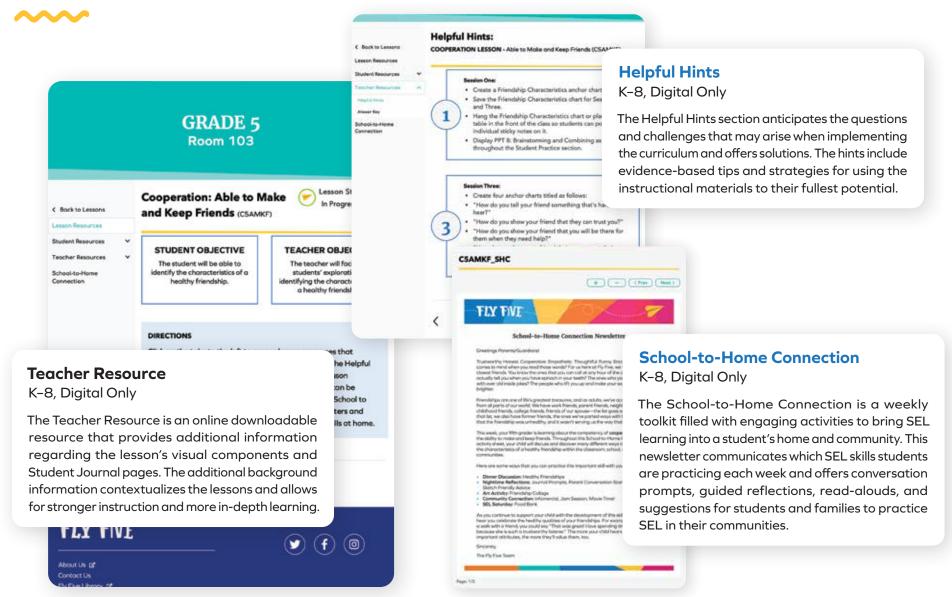
Scenario Cards

K-2, Print Only

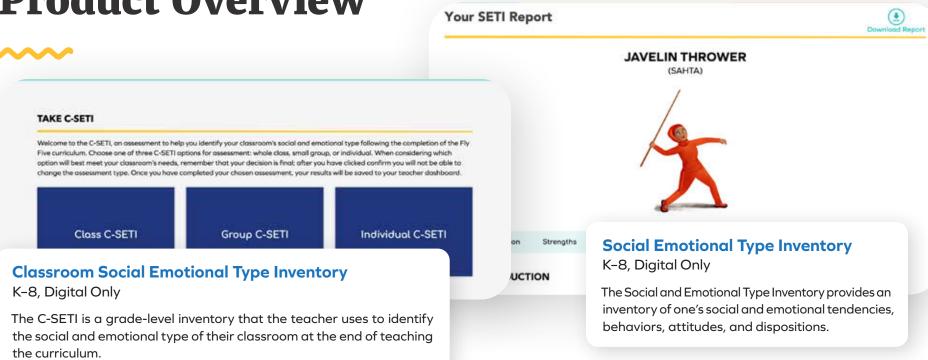
For kindergarten through second grade, the Scenario Cards depict a wide variety of situations where the characters must put their SEL skills to use. Each card is aligned with a skill focus and offers questions and prompts that allow students to think through the situations in their own way.

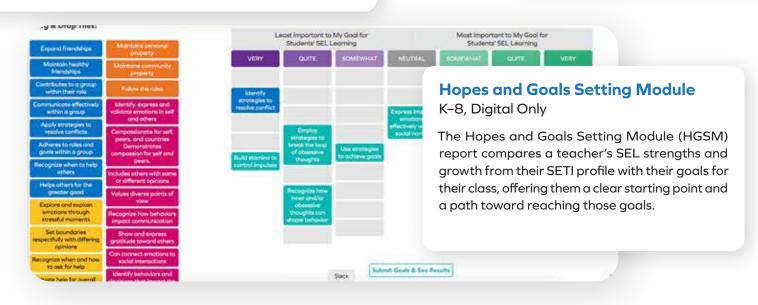


Implementation Phases











School Community Roles



Roles within the school community play a crucial role in the effective curriculum implementation in various ways. The collaboration and coordination among these roles ensure that curriculum implementation is comprehensive, responsive to student needs, and continuously improving based on feedback and evaluation. Each role contributes uniquely to the success of implementing a well-rounded and effective curriculum.

School Leader

Role

To lead the logistical setup of the digital platforms and ensure that license holders have their materials

Responsibilities

- Confirm materials are delivered and accounted for
- Assign license holders in the Learning Management System
- Share the Fly Five Academy enrollment key with license holders
- Complete annual Student Journal Order

Ambassador

Role

To mentor Fly Five license holders and point of contact in the school community for Fly Five instructional needs

Responsibilities

- Be available to license holders for implementation questions
- Provide lesson demonstrations for license holders to observe
- Support license holders in data collection
- Attend regular coaching sessions to build SEL expertise

License Holder

Role

To provide weekly Fly Five instruction to students and communicate with families.

Responsibilities

- Take the SETI and complete Fly Five Academy requirements.
- Sequence Fly Five lessons
- Prepare for and deliver Fly Five lessons
- Send the School to Home Connection to families



Year at a Glance Task Sheet



Start of the Year

- FLY FIVE LMS Activate LMS account
- TLY FIVE LMS Add teachers
- FLY FIVE LMS Activate LMS account
- FLY FIVE ACADEMY Enroll in Fly Five Academy, Fly Five for school leaders course;

Provide license holders with the PD enrollment key.

- FLY FIVE LMS Add students and parents to classes (optional)
- ☐ FLY FIVE LMS Review HGSM

Throughout the Year

- FLY FIVE LMS Monitor lesson progress
- \square **LMS AND FLY FIVE ACADEMY** Tech check-in, and follow-up with teachers regarding PD and LMS access
- **ZOOM** Quarterly Customer Success Meetings

End of Year

FLY FIVE LMS Review C-SETI results; Rollover the LMS account

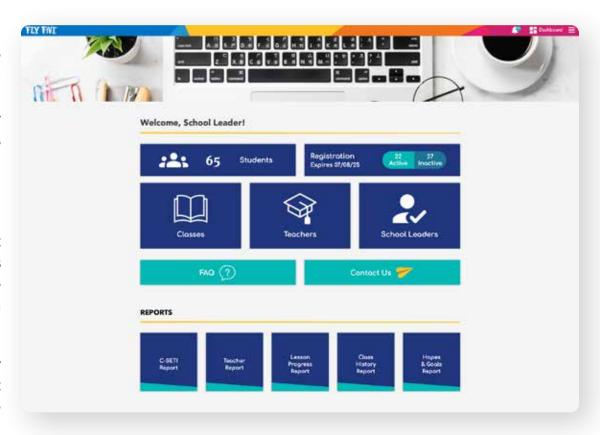




The LMS and Implementation Supports

The Learning Management System (LMS) and implementation supports are in separate digital spaces to ensure that learners and administrators can access the tools and resources they need without unnecessary overlap or confusion. This separation enhances the efficiency and effectiveness of learning delivery and system management.

- The LMS is where licenses are assigned and managed, reports and assessment results are viewed, and lesson progress is monitored for all licenses. This is where license holders access all digital lesson components.
- The Welcome Kit and Six Week Planner are webpages with links to material that help license holders get oriented to the curriculum and access their PD materials.







Activate LMS account

To carry out various technical tasks within the Learning Management System (LMS), it is essential that your LMS account is activated. This activation process is a critical step to access the full range of features and capabilities the system offers.

Use the activation link in the welcome email to create your school leader account, then complete the two tasks below to give teachers access to the online curriculum components and assessment suite.

FLY FIVE

Dear SCHOOL ADMIN NAME,

Welcome to Fly Five! **SCHOOL NAME** has been added to the Fly Five Learning Management System (LMS). Click here to set up your account and complete your school profile. Please follow the steps in the attached guide to add teachers and assign classes. This must be done first in order for them to gain access to the SETI assessment, Implementation Supports, and online lesson components. We look forward to joining your school community!

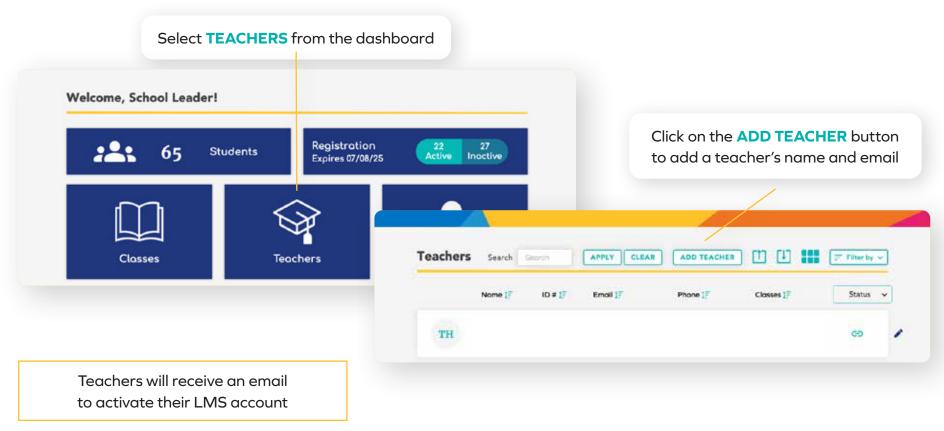
Thank you, The Fly Five Team





Adding teachers to the LMS

In order to utilize the Learning Management System (LMS) effectively, it is necessary for teachers to be added to the system so that they can be assigned to a license. This process ensures that teachers have the appropriate permissions and access to the LMS features needed to conduct their courses.







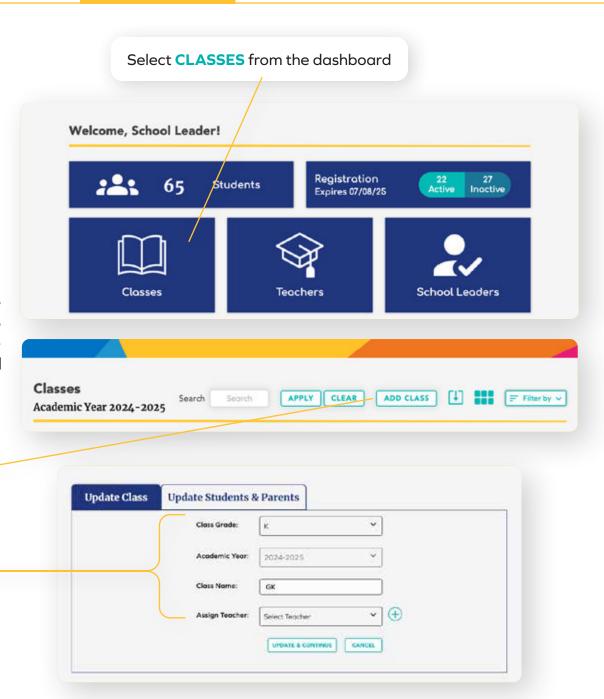
Assigning Licenses

To access the digital lesson resources within the Learning Management System (LMS), teachers need to be assigned a license. This licensing process is essential as it grants teachers the permissions and access required to utilize the LMS's full range of educational tools and materials.

Click on the **ADD CLASS** button to assign a license to a teacher

Select the grade level, name the license, and assign it to a teacher

Teachers will receive a notification that a class has been assigned to them





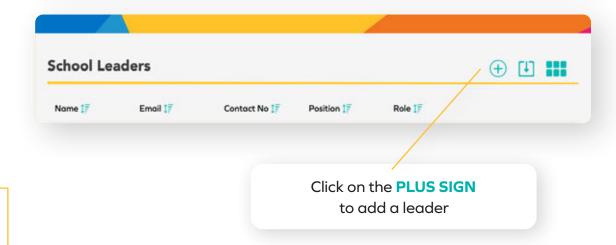


Adding School Leaders

Adding school leaders to the Learning Management System (LMS) is an important step that empowers them to monitor the progress of teachers and manage the system effectively. Their involvement ensures that the LMS is used to its full potential, benefiting both teachers and students.

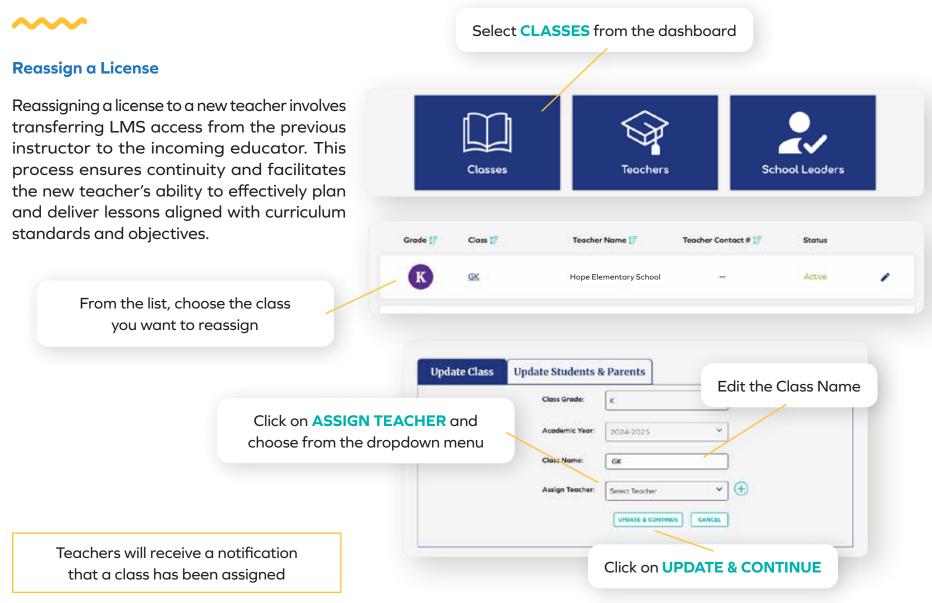
Select SCHOOL LEADERS
from the dashboard





The school leader will receive an email to activate their LMS account







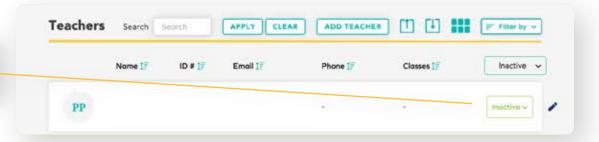


Inactivate a License Holder

There are times when an educator's position has changed or staffing for Fly Five curriculum shifts. In these circumstances, a license holder may need to be inactivated.



In the Status column, click on **ACTIVE** and select **INACTIVE**



Confirm or cancel the status change from the pop-up window





View Account Data

As a school leader, you may need to pull data for a variety of reasons. Whether it's for a presentation, or to monitor growth, the LMS platform allows for all account data to be viewed easily.

Click on the **THREE HORIZONTAL LINES** in the upper right corner



Select **REGISTRATION INFORMATION**

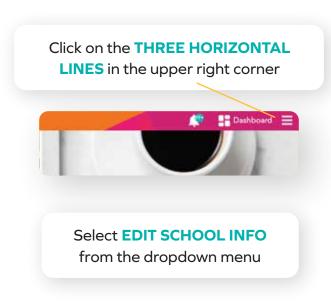
from the dropdown menu

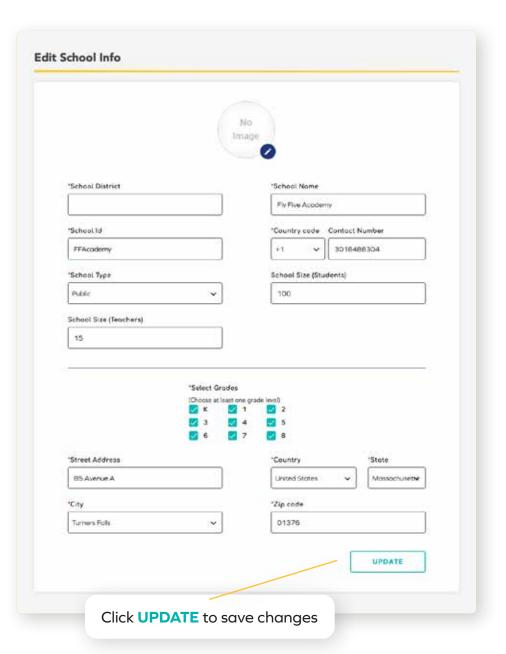




Edit School Information

We understand that the school year brings a variety of unforeseen changes. In the event that you will need to edit your school information within the LMS, our platform allows for seamless updates.

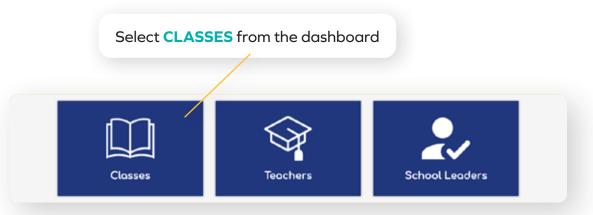




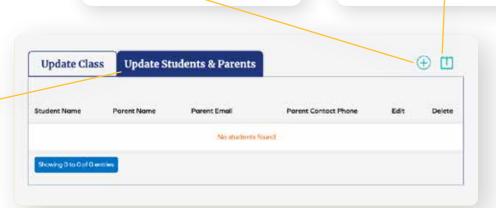


Add students and parents to classes

Within the LMS, there is an option to upload student and parent information to classes. This enables the educator to send the School to Home Connection to families through the LMS if they choose.



Click on the **UPDATE STUDENTS & PARENTS** tab



Add students individually by clicking the **PLUS SIGN**



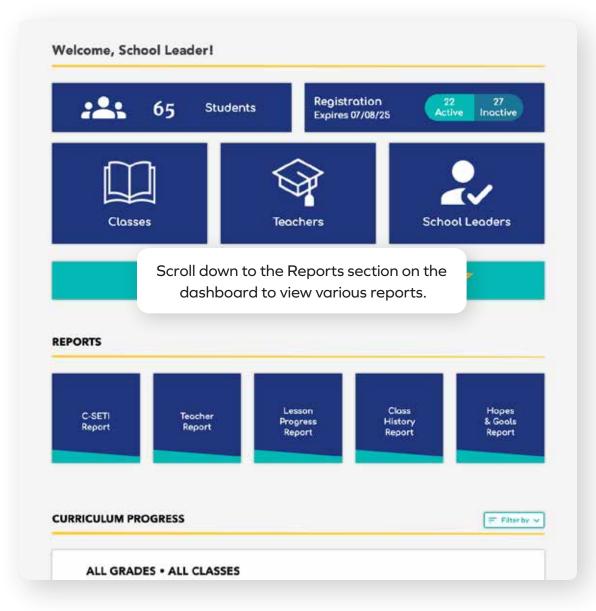
Add students by clicking

the **IMPORT ARROW**



View Reports

As a school leader, you have access to a variety of information within the LMS. This includes accessing teacher lesson progress, class history, and other key data points regarding student growth. Our various Fly Five reports provide you with insights into your school wide social emotional learning implementation.







Refresh the LMS and begin a new school year

At the start of each new school year, it will be important to update the information in the LMS. By refreshing the data within the Learning Management System, you will be able to archive previous classes in order to establish and initiate the new.

Refresh the LMS and begin a new school year

- Select CLASSES from the dashboard
- Click COMPLETE CLASSES to archive last year's LMS data
- Select START NEW ACADEMIC YEAR to initiate a new school year
- Update Teachers
 - Select **TEACHERS** from the dashboard
 - Change teacher's status to **INACTIVE** if they are no longer license holders
 - Click on the plus sign (show icon) to ADD a new teacher
 - Assign Licenses
 - Select CLASSES from the dashboard
 - Click on the plus sign (insert icon) to assign a license to a teacher
 - Select the grade level, name the license, and assign a teacher



How to Place an Order





All Fly Five orders must go through the Educational Partnerships
Consultants. One will be assigned to your Support Team. Connect with that individual directly or email inquiries@flyfivesel.org to get in touch with additional licenses or materials that you may need to purchase.



Order Avenue A books directly on the website at www.flyfivesel.org/shop/avenue-a-books



Order The Mindful Student cards and the Mini Mindfulness
Course directly on the website at
www.flyfivesel.org/product-category/
mindfulness-activities-for-students





Week One: Getting Oriented with Fly Five

Content Area:	Microlearning:	Resources:	Notes:	
Why SEL?	Video (5 minutes)	Academic Outcomes	Benefits and vision for how students will love this curriculum	
Welcome Kit Scroller Page (1 hour)		Welcome Kit Landing Page	Find the Welcome Kit checklist and complete the start of the year tasks throughout this week	
Component Infographic Walk Through (10 minutes)		Fly Five Product Catalog	Brief description of all components	





Week Two: Creating a Climate of Warmth and Safety

Content Area:	Microlearning:	Resources:	Notes:
Fostering Positive School Community	Video Social Media Posts	Implementing SEL Effectively in the Classroom	Take stock of how positive community is being built in the license holders' classroom
Meet Your Emotions	Introduce emotions with students through a suggested mini-lesson	Intro to Emotions Mini Lessons	Provide lesson options for teachers to choose one that works best for them and their grade level
Mindfulness	Participate in a Mini Mindful Monday for students or a Mindful Monday for educators.		Link in the email and share purpose of mindfulness





Week Three: Establishing Routines and Procedures

Content Area:	Microlearning:	Resources:	Notes:
Interactive Learning Structures	Try an ILS with your students	Interactive Learning Structures- Who They Support, How and Why	Use one of the ILSs in the article. Reflect on how routines and procedures need to be in place in order for these to be successful
The Mindful Student	Build a routine for the Mindful Student	Introduction to Mindfulness Mini-Lesson	Facilitate a discussion that affirms the purpose and benefits of mindfulness.
Review Discussion Norms	To establish norms for class or group discussions	Creating a Dialogue: Strategies for Discussing Difficult Topics	Create a reel for teachers to reflect on





Week Four: Building Student Engagement

Content Area:	Microlearning:	Resources:	Notes:
Introduce Center City Kids	Encouraging student connections with the Center City Kids	Just Like Me Character Traits	Digital Flashcards or Interactive Game Printable Trading Cards for students
Introducing Student Journals	To get students familiar with how to use the student journals and create anticipation for their use	Page 56 in Teacher's Lesson Guide	Do a picture walk of the journal with students to get them excited about the content Review page 56 in your Teachers' Guide Review expectations for care and use





Week Five: Preparing for Lesson Delivery

Content Area:	Microlearning:	Resources:	Notes:
Emotions	Introduce the Emotions poster to students	Meet Your Emotions	Introducing where the emotions posters will be and how students will use them in the classroom
Student Engagement	Introduce C.A.R.E.S to Students by using the C.A.R.E.S poster		Guiding questions around each competence for grade span
Family Communication	Introduce C.A.R.E.S to families by using the School to Home Connection and Family Guide	School-To-Home Connection	Use this letter as way to help families understand their role in encouraging SEL skills at home





Week Six: Lesson Delivery and Reflection

Content Area:	Microlearning:	Resources:	Notes:
Space and Organization	Prepare classroom space and routines	Preparing for Lesson Delivery Checklist	
Lesson Delivery	Prepare for a Fly Five lesson	Preparing for Lesson Delivery Checklist	Use print and digital materials to prep for their first lesson
Lesson Reflection			Use a graphic organizer to help license holders reflect.



Frequently Asked Questions



How can I help prepare teachers for implementation?

- **Set "the why":** Explain how the mission of Fly Five (empowering social and emotional growth in students through autonomy, belonging, and competence) connects to your larger mission and vision for the upcoming school year to help set up students for success.
- **Set "the how":** Talk to teachers about how they will be able to schedule Fly Five sessions throughout the week. We recommend that at least three sessions be taught weekly. The Resource Book for the Year 1 PD course provides considerations for scheduling and implementing the sessions.
- **Get to "the what":** The Fly Five website is a good place for teachers to get information about the program, the Fly Five characters, grade-level C.A.R.E.S. standards, articles, blogs, Mindful Monday recordings, and videos. Fly Five also offers an asynchronous 30-hour professional development training that takes a deep dive into the five social and emotional competencies (C.A.R.E.S.), Fly Five foundational knowledge, and curriculum implementation. Teachers take 30 hours over the course of three years.
- Model a lesson: Provide a time for teachers to see a Fly Five lesson in action. This is a great way to help make the curriculum more concrete and actionable.

Can school leaders complete The Six Week Planner?

• The Six Week planner is intended for license holders, but School Leaders can oversee the completion of these activities.



Frequently Asked Questions



Can I be the school leader for more than one school?

 Our LMS only allows an email address to be used once in the system. You must create an alias email address for each school account you want to oversee.

Where can I find the scope and sequence?

- The teacher decides the sequence of the lessons through the SETI and the Hopes and Goals Setting Module.
- The scope is set by the skills within the K-8 standards. **Click this link** to look at the scope for each grade level.

Can a license be assigned to more than one teacher? Or, can a license be shared?

• Licenses can't be shared

Can a co-teacher enroll in the PD course?

Will we still be selling the Y1 course separately?



Frequently Asked Questions



Can a license-holding teacher also be a school leader?

• School Leaders oversee the implementation of the curriculum and are not license holders.



Contact Information



We are here for you every step of the way. Below you will find our contact information, as well as experts within your school community that are there to support you.

Your School-Based Ambassador

Have an implementation question?

Contact your school-based ambassador for guidance.

Your School Leader

Have a specific question regarding materials and access?

Contact for additional materials requests or troubleshooting LMS access.

Fly Five Curriculum Support

In need of additional implementation support?

Reach out to us at curriculumsupport@flyfivesel.org

Fly Five Technical Support

Trouble with LMS access?

We're an email away at contact@flyfivesel.org

Fly Five Website

Looking for free teacher resources?

Visit the resources page on our website

Amazon

Ready for additional SEL materials?

Order The Mindful Student,
Avenue A or Responsive Classroom
books on Amazon.

