NA

2021-2022

STAFFLINES

NORTH ALLEGHENY'S ANNUAL
BACK TO SCHOOL PUBLICATION FOR STAFF MEMBERS

At North Allegheny School District, collaboration from our staff helps to fuel our mission of preparing all students for success in a changing world.

Stafflines provides general information about North Allegheny School District for our employees to help pave the way for a successful year. For a full overview of the District's policies and procedures, please reference our Board Policies.

The information in Stafflines is reviewed on an annual basis and revisions will be made as needed. Stafflines is for informational purposes and is not intended to be a contract.

Table of Contents

Click on an item below to jump to the page within the document

2021-2022 Central Office Leadership Team (Executive Council)

Melissa Friez, Ed.D.
Superintendent of Schools

Joseph Sciullo, Ph.D.
Assistant Superintendent of
Secondary Education

James Bradley, Ed.D.
Assistant Superintendent of
Elementary Education

Jillian Bichsel, Ed.D.
Director of Curriculum, Assessment,
and Professional Development

Michele Dowell, Ed.D.
Director of Student Services

TBD
Director of Technology
and Innovation

Marijane Treacy
Director of Human Resources

TBD
Director of Business Operations

Back to School In-Service Days

In-Service days prior to the start of the 2020-2021 school year are scheduled for:
- Tuesday, August 17
- Wednesday, August 18
- Thursday, August 19
- Friday, August 20

Key Dates
Refer to the **Activities Calendar** for a full list of events, times, and locations.

First Day of School	August 23
Labor Day (No School)	September 6
Professional Learning Day (No Classes)	October 27
Professional Learning Day (No Classes)	November 1
Professional Learning Day (No Classes)	November 2
Thanksgiving Break (No School)	November 25-26
Winter Break (No School)	December 24-January 2
Professional Learning Day (No Classes)	January 14
Dr. Martin Luther King Jr. Day (No School)	January 17
Presidents' Day (No Classes)	February 21
Professional Learning Day (No Classes)	March 23
Spring Break (No School)	April 11-15
Election Day (No School)	May 17
Memorial Day (No School)	May 30
Last Day of School for Students	**June 3**
Class of 2022 Graduation	June 3
In-Service Day (No Classes)	June 6

Building Acronyms

BWE	Bradford Woods Elementary School
FES	Franklin Elementary School
HES	Hosack Elementary School
IES	Ingomar Elementary School
MCK	McKnight Elementary School
MES	Marshall Elementary School
PES	Peebles Elementary School
CMS	Carson Middle School
IMS	Ingomar Middle School
MMS	Marshall Middle School
NAI	North Allegheny Intermediate High
NASH	North Allegheny Senior High
NACA	North Allegheny Cyber Academy
CAO	Central Administrative Offices
NASD	North Allegheny School District

Links to Resources
Click on a button below to access the resource

Activities Calendar	Administration	Alumni Association	Athletic Department
Careers at NA	Code of Conduct	Diversity at NA	Employee Newsletter
Human Resources - Intranet	Lunch Menus	NA Foundation	Return to School
SchoolMessenger	Student Services	Technology Service Desk	Travel Procedures & Forms

News & Notes

Central Administrative Offices – Location and Hours of Operation
The NASD Central Administrative Offices are located at 200 Hillvue Lane, Pittsburgh, PA 15237. They are adjacent to the Carson Middle School Building on the Cumberland Campus in McCandless Township. The receptionist maintains lobby and phone hours from 7:30 a.m. to 4:00 p.m. Monday through Friday, except during holidays.

School Hours

High	7:23 a.m. – 2:15 p.m.
Middle	8:10 a.m. – 2:58 p.m.
Elementary	9:00 a.m. – 3:30 p.m.

Kindergarten:
- Morning: 9:00 a.m. – 11:45 a.m.
- Afternoon: 12:45 p.m. – 3:30 p.m.

Plan Ahead for Religious Observances
During the 2021-2022 school year, there are several religious holidays on which the North Allegheny School District will ask staff to avoid scheduling events. When classes are scheduled on one of these holidays, the faculty is also asked to limit testing, quizzes, major reviews, term paper due dates, special project due dates, etc.

Rosh Hashanah	Monday, September 6 - Wednesday, September 8
Yom Kippur	Wednesday, September 15 - Thursday, September 16
Navratri	Thursday, October 7 - Friday, October 15
Diwali	Thursday, November 4
Orthodox Christmas	Friday, January 7
Orthodox Good Friday	Friday, April 22
Ramadan	Saturday, April 2 - Sunday, May 1
Eid al-Fitr	Tuesday, May 3

There are a number of additional religious holidays noted on the 2021-2022 Activities Calendar. Students who miss school or activities to celebrate a religious holiday should not be put at a disadvantage as a result of their absence. Students or parents/guardians should notify their teacher(s) in writing of family plans/activities that will affect their ability to attend school/rehearsals/practices/events or to study for exams or complete assignments due to the celebration of a religious holiday. These notes should be signed by parents/guardians. Students will be required to make up any missed work on their own within a reasonable amount of time.

Payroll and Business Office

Conference Requests
If you have identified a conference or seminar that offers training specific to your job assignment, please follow these steps in seeking permission to attend that event. It is important to note that requests to attend conferences/seminars/trainings must be processed 45–60 days in advance of the event. This is the only way to ensure timely submission for Board consideration. Make certain that funds are available to cover your request by contacting your principal or administrator prior to submitting a request for consideration. Do not complete or submit application forms for approval without first securing a budget code reflecting adequate funds and confirming that a purchase order has been entered and approved. An approved purchase order must be received. If circumstances do not permit a minimum of 45-day advance processing, please see your principal or administrator for guidance before submitting an application. Finally, be certain to collect receipts for reimbursement of expenses you incur while you are away. Summary credit card receipts are not sufficient for documentation. Itemized receipts provided by restaurants and other vendors are required. Submit your request for reimbursement immediately upon your return.

Mileage Reports for Reimbursement
Please submit mileage traveled from your regular school building to the other location(s) OR the actual miles from your home to the other location(s), whichever is less. Mileage should be submitted monthly. Receipts for parking and tolls must be attached. Regular monthly mileage reimbursements will be included on your regular paycheck as a separate line item. All claims are subject to finance review and audit. Refer to ESS Employee Expense Submission Instructions on the Business office webpage or within ESS Resources.

News & Notes

Payroll and Business Office Forms
Forms from Payroll and the Business Office are now posted on the NA Intranet for easy access. Available forms include: Budget Close Procedure, Petty Cash, Request to Travel, and Direct Deposit.

Pay Dates for the 2021-2022 School Year

2021
September: 3, 17
October: 1, 15, 29
November: 12, 24
December: 10, 23

2022
January: 7, 21
February: 4, 18
March: 4, 18
April: 1, 14, 29
May: 13, 27
June: 6 (summer pay only), 10, 24
July: 8, 22
August: 5, 19

Parental Permission to Photograph and Videotape Students
The North Allegheny Board of School Directors approved Board Policy #902.1 – The Creation, Publication, and Distribution of Staff and Student Images, and Recordings in July 2012 (updated March 2017).

As a result of this policy, at the beginning of each school year or when a student enrolls in the District, building administrators will distribute the Photo/Video Release to all NASD students. If a family does not want images and/or recordings displayed or used in District publications, a written request should be sent to the office of the child's school by September 30, 2021 or shortly after a new student is registered.

It is important for staff to understand several things:
- The District now has blanket permission to photograph or videotape students for use in District publications and social media, as long as they are not personally identified.
- The list of students who are not to be photographed or videotaped will be maintained in school offices and shared with the Communications Department. The management of these "opt-out" requests by parents/guardians will be building-based.
- If there is a request to interview an individual student who will/may be personally identified, the District protocol will be to contact the parent(s)/guardian(s) for permission.
- All media requests should be referred to the Communications Department (412-369-5445 / x51312 / **bsmith1@northallegheny.org**).
- District employees should not contact public media directly about events, projects, or activities. Ideas for public media coverage should be forwarded to the Communications Department (412-369-5445 / x51312 / **bsmith1@northallegheny.org**) with a copy to the appropriate building principal or department manager.

Student Photos/Interviews/Reproductions of Original Work
School Board Policy allows the District to photograph or videotape students and their work for use in District publications, including but not limited to newspapers, newsletters, marketing materials, and the District website. Parents/guardians who do not wish photographs of their child(ren) or their work to be used in District publications must notify their child's school principal in writing and allow four weeks for the processing of said request. The District makes every effort to notify parents/guardians in advance when public media is going to be in a school or attending a school event, when District representatives themselves have advance notice.

Audio and/or Video Recording on District Buses
NASD is permitted by law to equip school buses and vehicles with audio and/or video recording equipment. The School Board authorizes the use of such equipment for school discipline and security purposes. Notice that students may be audio/video recorded must be posted in a clearly visible manner on each school bus or school vehicle that is furnished with audio/video recording equipment.

News & Notes

Volunteers in Our Schools
The students of the North Allegheny School District benefit greatly from the support and contributions of our parent/guardian volunteers. The North Allegheny Board of School Directors Board Policy #916 - School Volunteers and Background Checks requires parents/guardians, by law, to have clearances on file with the District in order to function in the majority of volunteer roles. This applies to North Allegheny and every school district across the Commonwealth. The law is intended to increase safety and security for children throughout our communities. **Click here for more information.**

Visitor Procedures
North Allegheny School District buildings are equipped with video phone systems to enhance our security procedures at each main entrance. All visitors during school/business hours are required to register, show state-issued identification, and wear a visitor's badge at all times. Visitors are also required to sign out and turn in their visitor badge before leaving the building through the main entrance. The Raptor Visitor Management system is used at each of the District's buildings during normal hours. This system manages all visitors, contractors, and volunteers to the building and checks them against a national database of registered sex offenders. Once approved, the system will generate a name tag for approved visitors which contains a picture of the visitor, the date, and purpose of the visit.

McKinney-Vento Homeless Assistance Act
The McKinney-Vento Homeless Assistance Act provides guidelines for school districts to assist students and families who find themselves in a situation where they are homeless. The Act requires that students who qualify as homeless are able to remain at their current school or enables them to immediately register to attend school. The McKinney-Vento Act defines homeless Children and Youth as individuals who lack a fixed, regular, and adequate nighttime residence, which includes the following conditions:
- sharing housing of other persons due to loss of housing, economic hardship, or a similar reason.
- living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations.
- living in emergency or domestic violence shelters.
- abandoned in hospitals.
- living in public or private places not designed for, or ordinarily used as, regular sleeping accommodations for human beings.
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus, or train stations, or similar settings.
- living as migratory children who qualify as homeless because they are living in circumstances described above.

If you or someone you know is in a situation meeting these definitions, please contact the NA Homeless Liaison (Dr. Michele Dowell, Director of Student Services, at 412-635-4110 or **mdowell@northallegheny.org**) so that the District can assist and provide resources to impacted individual(s).

Planning a Student Trip
If you would like to request permission to plan a student trip to enrich the experience of your students as a teacher or sponsor, begin by contacting your principal to review details and forms. No travel plans should be announced and no reservations should be confirmed prior to School Board approval of your trip. Time frames are of the utmost importance in the application process.

Participation Fees
Participation fees will remain in effect in 2021-2022 for many extracurricular activities, such as interscholastic athletics, Marching Band, intramurals, and various select ensembles and clubs. The implementation of a participation fee for extracurricular activities is necessary to offset costs and help continue the depth and breadth of such programs. There are three participation fee categories:
- Interscholastic Athletics – $75 per season per athlete with a student and/or family cap of $225
- Marching Band – $50 per season per Marching Band participant with a family cap of $150
- Other – $25 per activity per participant with a student and/or family cap of $75 (e.g., intramurals, club sports, select ensembles, and select competition groups)

Therefore, the maximum amount that any family will pay is $450, or the sum of the family caps in each category ($225 + $150 + $75 = $450). A provision for economically disadvantaged students is included in this plan. There are more details, including a Frequently Asked Questions document, available by **clicking here**.

When a student becomes a member of a team or a group, one of these two letters will be distributed by the coach or sponsor:
- Participation Fee Parent Letter – **Athletics**
- Participation Fee Parent Letter and Form – **Non-Athletics**

News & Notes

Important Confidentiality Guidelines for All Staff
The Department of Student Services provides these confidentiality guidelines for relevant issues involving students receiving special education and gifted education support:

1. Progress discussions regarding students with IEP/GIEP/504 should occur during team meetings attended by staff members providing instruction to the student in question. Comments regarding a student with an IEP/GIEP/504 should not be made in the faculty room or during any other meetings including Principal Coffees, Principal Advisory Meetings, Grade Level Facilitators meetings, other student IEPs, etc.
2. Most students enjoy having their photos displayed in school and in District-wide publications. It is always wise to check with the parent(s)/guardian(s) before taking a picture of a child with special needs. When featuring pictures in publications, do not identify a disability. You may include grade level and school.
3. All student records, including Chapter 14, 15, or 16 documents, should be kept in locked file cabinets in the Special Education classroom, general education classroom (where appropriate District-wide), and the Special Education Department. Staff members working with identified students may examine these educational records and must sign the folder review sheet upon review.

Act 48 Professional Development
All educators holding PA public school certification are required to earn 180 Act 48 hours during a five-year period either through college credit (six credits), hourly per activity, or a combination of both. One college credit is equal to 30 hours. The five-year period begins on the effective date of issuance of his/her certificate. The five-year cycle renews automatically as long as the requirement is met.

To apply college credits taken at out-of-state institutions, an official sealed transcript must be sent to:
Act 48 Transcripts
Division of Planning
Pennsylvania Department of Education
333 Market Street, 3rd Floor
Harrisburg, PA 17126-0333

If a certificate holder does not complete the requirements of Act 48, their certificate(s) will become inactive after the five-year compliance period and the holder will be disqualified from being employed by a Pennsylvania public school (including charter schools) entity as a professional (tenured) or temporary professional (prior to gaining tenured status) employee until all Act 48 requirements have been met. Access this website, **https://www.perms.pa.gov/screens/wfpublicaccess.aspx**, for a summary of the educator's hours and a Frequently Asked Questions (FAQ) document with other relevant information.

Guidelines for Using Surveys
The District has established guidelines for using surveys in any class or District-related program. Please review them to ensure that the survey and process are meeting these standards prior to distributing a survey:

- Survey objectives should be clearly defined and reflected in survey content.
- The use and distribution of the data collected should be clearly considered and defined.
- Survey content should be reviewed by at least one administrator.
- If students will be surveyed, parents/guardians must be notified in advance and offered the opportunity to (a) review the survey and/or (b) opt their child out.
- If an online survey is to be conducted, please contact **mwalker@northallegheny.org** first for additional directions and options.
- Surveys should include disclaimers so that participants will not have unrealistic expectations regarding the impact of their input.
- Whenever possible, survey results should not identify individual participants directly or indirectly.
- Surveys for groups larger than a teacher's classroom need approval from Executive Council.

Reminders

Grant Proposals
The District encourages the submission of grant proposals. However, there is a process that should be followed by any employee who identifies a grant opportunity to which he/she may wish to apply. This includes proposals submitted to the NA Foundation or any other entity. The employee should share the details of the grant opportunity and his/her proposal concept with the appropriate principal or department supervisor prior to applying for the grant. Advance guidance and input can help to steer and strengthen grant applications. It is also important to receive approval to submit prior to proceeding in order to help avoid commitments to programs that would not have the support of the Administration and/or commitments to matching funds or partnerships that have not been approved.

Once the proposal is written, it should again be reviewed by the appropriate principal or department manager for sign-off. It should then be forwarded to the appropriate Assistant Superintendent or Director at CAO for review and signature.

Once a grant has been received or approved, the details should be reported via email as soon as possible to:
1. Your immediate supervisor
2. The Financial Services Department

Code of Conduct/Acceptable Use Policy/Handbooks Online
Copies of the Code of Conduct and the Technology Acceptable Use Policy for Students, as well as copies of Student Handbooks, will be posted on the District website. This information will be reviewed with each student at the beginning of the school year. A Student and Parent/Guardian Sign-Off Sheet has been developed for use at all grade levels.

Notification of Pesticide and/or Herbicide Use
Pennsylvania Act 35 and Act 36 require every school district in Pennsylvania to create and implement an Integrated Pest Management (IPM) Plan that includes notifying registered individuals when pesticides will be used and posting signs in the areas where pesticides will be used. Any student or employee who is highly sensitive to pesticides and/or herbicides and would like to be notified by the District before an application of pesticides inside or outside of school facilities occurs should request and complete a Notification Form. Forms and more details are available in all school offices and on the District website.

Smoke-Free Policy
The NASD Board of School Directors passed policies #222, #323, #423, and #523, declaring all District-owned property, facilities, buses, and athletic fields to be "no smoking/no tobacco zones." Tobacco use includes use or possession of a lighted cigarette, cigar, pipe, or other lighted smoking equipment; any smokeless tobacco product; any other nicotine product; as well as e-cigarettes or vapors. This policy applies to all persons, including students, parents/guardians, employees, officers, volunteers, visitors, etc. The use of tobacco products is also prohibited at the Carl E. Newman Stadium and in the surrounding complex at all times. This policy is in line with the Pennsylvania Legislature's School Tobacco Control Law, Act 168 of 1977 and Act 128 of 2000.

Approved Wipes/Sanitizers/Cleansers
NASD has created a list of disinfecting wipes, hand sanitizers, and general cleaners that have been approved for use in classrooms, **available on the District website**. Safety Data Sheets are available for each of the items on this list. Parents/guardians are asked to refer to these lists before sending items for classroom use out of courtesy for students who have allergies, breathing conditions, etc. This does not apply to products students bring for personal use.

Communications Department

The North Allegheny Communications Department keeps the NASD community informed through internal and external messaging. The department provides a wide range of services, including parent/guardian engagement/outreach, proactive media relations, website updates, District publications, and strategy. To request our services, please **fill out a project request form**.

Building-Level Newsletter*s*
Effective and consistent communication is a vital part of the District's relationship with our parents/guardians. **Throughout the 2021-2022 school year, the District will send a building-specific email newsletter every Friday evening (except scheduled holiday breaks) to parents/guardians**. This newsletter will highlight the top happenings at each building, upcoming important dates, District information, and links to community flyers. An archive of emails will be available on the District website and updated with the latest newsletters each Monday morning.

Parent/guardian email addresses are collected at the time of registration and are used to share District and building-level communications, and to provide updates from the District's online gradebook and student information system. It is important for parents/guardians to update any changes in their email address by contacting your student's building secretary.

Communicating Closings or Delays
On occasion, weather conditions or other unexpected circumstances (i.e. power outage, water main break, etc.) will make it necessary for school to be delayed or canceled. The safety of our students is always paramount in this decision-making process. Every effort is made to communicate a delay or cancellation as early and as efficiently as possible. Staff members are out very early in the morning to evaluate road conditions and to gather information from local municipalities, police, road maintenance crews, and the National Weather Service. Their observations are evaluated by the Superintendent. While we know conditions can change quickly, our goal is to make a decision about delaying or canceling school by 5:30 a.m. Sometimes, bad weather conditions will not arise until after 5:30 a.m. and communication issues become a particular challenge.

The possibility of a delay becoming a cancellation always exists, so parents/guardians should monitor communications on an ongoing basis. As soon as a decision is made about a cancellation or delay, a message is programmed into the SchoolMessenger automated system and activated for delivery. Setting up the message generally takes about 15 minutes.

   How North Allegheny Communicates for Closings and Delays:
   - Notification via **SchoolMessenger**
   - Information sent to KDKA-TV, WPXI-TV, and WTAE-TV *(Note: The District has no control over how or when the stations report this information)*
   - Posting on the North Allegheny School District **homepage**
   - Posting on North Allegheny social media

It is very important that parents/guardians keep their contact information up-to-date in Tyler SIS. SchoolMessenger and Tyler SIS sync on a daily basis. This means that if you change a contact phone number or email address in Tyler, SchoolMessenger will be updated automatically with that new information the following day.

Other important information pertaining to closings and delays:
- ***Two-Hour Delay Schedule (for inclement weather):*** If a two-hour delay is called, students should be at their bus stop two hours after their normal reporting time.
- ***Early Dismissal:*** In very rare circumstances, it may be necessary to dismiss students early from school. The same communication resources outlined above are implemented.
- ***Snow Contingency/Make-Up Days and Flexible Instructional Days (FIDs):*** Pennsylvania law requires public schools to provide 180 days of instruction each year. During the 2021-2022 school year, the District is scheduling 182 days which means that two snow days are built into the schedule. If it is necessary to cancel more than two days during the year, the District will utilize up to five Flexible Instructional Days (FIDs). On a FID, students will complete learning activities and assignments provided by their teachers at home. FIDs are considered a school day and count toward the number of instructional days required under the Public School Code and the State Board of Education regulations. If additional instructional days are needed to meet the 180 day requirement, they will be added at the end of the school calendar.

Communications Department

Emergency Communications

There are a number of key details about which parents/guardians should remember in the unlikely event of a school-based emergency:

1. First and foremost, the safety of our students and staff is our primary focus and responsibility. While we understand that receiving information in a fast-paced technological world is vital, we will always place the safety of our most precious resources as our number one priority.
2. Parents/guardians will receive the most accurate, up-to-date information available via SchoolMessenger as soon as it's available. Parents/guardians must ensure their SchoolMessenger account is updated in order to receive phone calls, emails, and/or text messages regarding emergency situations. Please note that in emergency situations information is changing rapidly, so details may be sparse at the beginning of a situation in order to avoid sharing inaccurate information.
3. As a safety precaution, a school campus may be closed to all visitors except emergency and law enforcement personnel during a crisis situation. If the school campus is closed, parents/guardians will be directed to an identified staging area. *In the event of a school-based emergency, please do not report to the school to pick up your child unless directed to do so by the District.*
4. Parents/guardians should check the official NA website and official NASD social media accounts for the latest, up-to-date information. Please avoid unofficial social media posts by individuals who are not affiliated with the District. Often times, speculation and rumors are posted on social media from unofficial sources and can cause panic. The District works as quickly as possible during these rapidly evolving situations. We will never beat the speed of text messages, smartphones, and rumors on social media, so we highly encourage all parents/guardians to only utilize official District resources to obtain the latest and most accurate information.
5. Parents/guardians should not call the school building. Any available school telephone lines should be kept open for emergency communications.
6. If a student is injured during an emergency situation, every effort will be made to contact the parent(s)/guardian(s) as soon as possible. It is the responsibility of the parent(s)/guardian(s) to complete and submit emergency contact information via Tyler SIS and to keep the information current.

How North Allegheny Communicates for Emergency Communications (listed in order of priority):

1. Notification via **SchoolMessenger**
2. Posting on the North Allegheny District homepage and/or building homepage
3. Posting on North Allegheny social media

Safety and Security Communications

North Allegheny makes case-by-case decisions about further communications to parents/guardians based on the facts associated with each matter regarding Safety and Security, including credible and non-credible threats. The District understands that stakeholders would sometimes prefer more in-depth details regarding a situation; however, certain information often cannot be disclosed in order to preserve the integrity of a criminal investigation and/or protect the privacy of underage students. The District works strategically and carefully to balance proper communication with the rights of individuals.

How North Allegheny Communicates With Parents/Guardians for Safety and Security Matters:

- Non-Credible Threat: Email sent to staff, parents/guardians
- Credible Threat: Notification sent via SchoolMessenger

SchoolMessenger Notification System

SchoolMessenger is a web-based automated system and is one of the North Allegheny School District's communication vehicles for the delivery of information to parents/guardians and staff via phone, email, and/or text. Messages may include attendance notifications, school delays or cancellations, information about a serious health-related issue, or a crisis response update. **Click here for information on how to create your account and set your preferences**.

Communications Department

Social Media - Official North Allegheny Accounts
North Allegheny shares news, important information, and stories about what's happening throughout the District on social media. The District maintains three official social media outlets that are open to the public:
- Facebook: **http://www.facebook.com/northallegheny**
- Twitter: **@na_schools**
- Instagram: **@na_schools**

The District also encourages use of the hashtag **#NASDlearns** on Twitter and Instagram to share happenings around the District. Please note that the District does not own this hashtag and does not have exclusive control over who uses it.

Social Media for Staff
Staff members are permitted to create and operate their own professional social media accounts; however, it is very important to review School Board Policy #836 - Social Media to fully understand the District's expectations. Before creating a NASD-affiliated social media account for your school, department, or division (i.e. activity or athletic team), please **contact the Communications Department**. Our team will provide guidance, expectations, and continued support for all accounts.

The support and cooperation of our teachers and staff members is essential to ensure we always have stories to share with our community. If you have any questions about social media accounts or to submit a story idea for the District's official social media accounts, please feel free to contact Senior Public Relations & Communications Specialist, Brandi Smith, at **bsmith1@northallegheny.org** or 412-369-5445/x51312.

Media Relations
All calls from representatives of the public media should be referred to Brandi Smith, Senior Public Relations & Communications Specialist, at 412-369-5445/x51312. No employee or parent/guardian should directly contact or invite public media to an event during school hours or inform public media of a potential "news tip" related to students or school events. Additionally, employees and students should speak with the media during school hours via telephone or video conferencing during school hours. If opportunities exist or stories have the potential of being promoted to public media outlets, please call the Communications Department with that information after checking with your principal or supervisor. If public media coverage cannot be secured, the District has many other venues in which to promote good news, such as social media.

In general, students are not to be interviewed directly by the media, especially during the school day. In certain situations, interviews with older students are approved if parent/guardian consent is obtained and an understanding is reached with the reporter. These circumstances are handled by the Communications Department, in conjunction with principals and parents/guardians. In particular, when there is an emergency or crisis situation that involves a student or a student's family, the District does not make any statement about the student or the situation without first speaking with the family or the family's representative. Coaches, teachers, and other staff members should also refrain from making any comments in these circumstances without speaking to their principals or supervisors.

If you have any questions, please feel free to contact the District's Senior Public Relations & Communications Specialist, Brandi Smith, at **bsmith1@northallegheny.org** or 412-369-5445/x51312.

Technology Services

The North Allegheny Technology Services Department is focused on a support model that empowers our staff members and students to leverage current technology tools to be the best teachers and learners that they can be. Tech Services encompasses the whole range of technology functions that the District relies upon to operate. This runs the gamut from academic technologies and software, day-to-day support and troubleshooting, to the infrastructure planning, implementation, and upkeep needed to keep NASD running smoothly.

Please remember that our Service Desk is the first point of contact for troubleshooting and support issues. Even if our team cannot resolve your issue immediately, they can route your request to the appropriate person to assist you.

Contact the Service Desk:
- 412-369-5849 or x51500
- **https://servicedesk.northallegheny.org**
- **servicedesk@northallegheny.org**

   Available services include:
   - Support for all issues with District-owned devices including desktops, laptops, phones, cell phones, iPads, etc.
   - Support for any issues related to the District network or computing services.
   - Creation, modification, and password changes to District logins.
   - Limited support adding District email to personal cell phones or other personal devices.
   - Report any suspicious or malicious cyber-security issues.

NASD Intranet
The NASD Intranet is a closed area on the NASD website where employees can sign in with their username and password to find important information. To access the Intranet, go to **https://www.northallegheny.org/Domain/1965** and sign in.

Telephone System
Telephones are located in each classroom on the teacher's desk, as long as it is beside a data port. All teachers are provided a voicemail-only extension. Here are a few important things to remember:
- Dial 8 for an outside line.
- Only NASD provided phones will work on the NASD phone system.

For a complete list of help documents, visit the NASD Service Desk Solutions Page.

Username and Password Security
With cyber security in mind, the District's password complexity rules will be changing to become more in line with the recommendations from the National Institute of Standards and Technology (NIST). The updated guidance is counter to the long-held philosophy that passwords must be long and complex. In contrast, the new guidelines recommend that passwords should be "easy to remember" but "hard to guess."

Starting in August, a new password policy will be in effect for employees:
- Passwords must be 11+ characters or longer
- The use of special characters will no longer be required
- Passwords must be changed every 6 months or when an account is suspected to have been compromised

In order to make passwords "easy to remember" but "hard to guess" NIST recommends using something like a combination of four words strung together that do not make a logical sentence. For instance, you could use something like a month, a color, a fictional character, and a verb to create MarchBlueCasperAdd.

Technology Services is aware that no one likes to change their passwords but passwords are a significant portion of cyber security. The goal of single-sign-on with TigerID is to minimize the number of times per day that you need to enter your password and still maintain security.

Technology Services

Guidelines for Staff & Administration Email Use

All staff and administration should be aware that email messages may be subject to document requests both under Pennsylvania's Right To Know Law and pursuant to FERPA. The guidelines should be followed by all staff and administrators to ensure professionalism in the District's communications.

- Maintain professionalism at all times. Do not write anything in an email that you would not want to have read by a parent/guardian, lawyer, or judge.
- A polite and respectful tone is always required, even when writing about contentious issues or situations.
- If an email contains confidential student information, only those individuals with a legitimate educational interest in that information should be included or CC'd on the message.
- Refrain from using personal email accounts to communicate with parents/guardians about District business. Your District account should be used for this purpose.
- Only send confidential student information to non-District personnel if the appropriate legal release has been signed to allow the non-District personnel access to that information.
- Double check who you are replying to before you hit "send". Do you really want to "reply-all"?
- To maintain privacy, please use initials in the subject line of email messages. Student names should be used in the body of email messages.
- Particularly sensitive issues should be addressed to parents/guardians and students in person or over the phone, and not through email.
- Do not assume that because an email has been sent to a parent/guardian that the email has been read by the parent/guardian. Follow up in person or over the phone on important issues to ensure that the parent/guardian has received the message.

Cyber Security Training

When we use the Internet, software protections can only go so far to protect you and the District from potential dangers like phishing, spyware, ransomware, malware, and unintentional leaks of sensitive data. Each of us has to be an active participant in cyber security because there are some threats that are designed to take advantage of human nature. To help us all be better skilled in cyber security awareness, the District has created a 30-minute online cyber security refresher course that all employees must take during the 2021-2022 school year. The course will be available in Blackboard for the start of the school year and is a part of the mandated 9-hours of Time Options for teachers. Look for more information in your inbox about the availability of the course at the start of school.

TigerID

The District's implementation of TigerID, the District's Single Sign-On (SSO) tool, is continuing to grow. This summer TigerID was upgraded and has a new modern look. The new look (shown below) is currently being tested and will be released to all users for the start of school. In addition to the new look there are additional applications being added to TigerID routinely. Because so many of you have found the advantage of logging into TigerID once and being able to use TigerID applications so convenient, the TigerID page will now open automatically when you launch the Chrome browser on Windows computers.
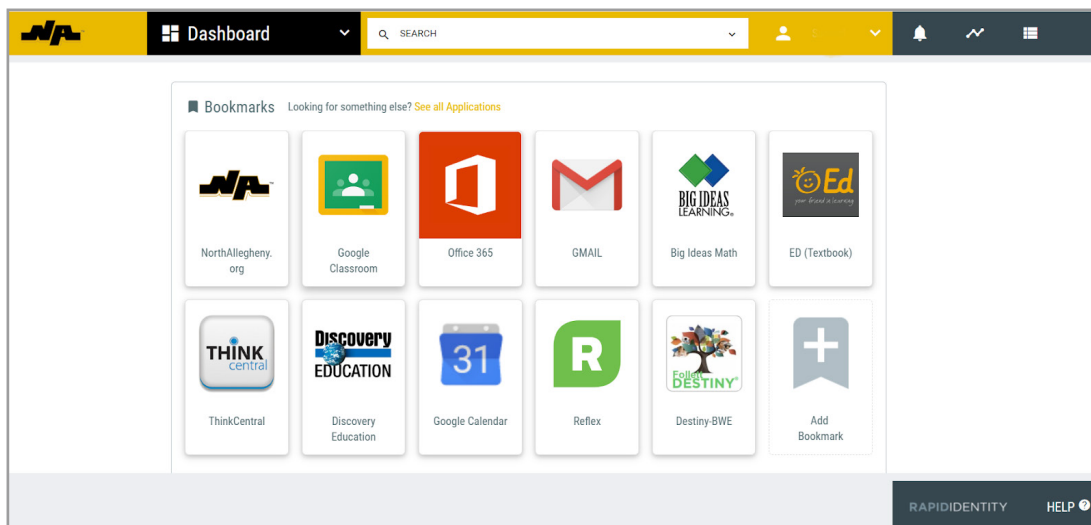
Student Device Deployments

During the 2021-2022 school year, students in Kindergarten and Grades 1-8 and students newly enrolled in the District will be assigned a District iPad. Students in Grade 9 along with newly enrolled high school students will be assigned a Dell Latitude 3310 Windows laptop. Students will retain their device for four years.

Human Resources

The HR Staff Welcomes You to 2021-2022!
- Marijane Treacy, Director of Human Resources
- Chelsie D'Amico, Manager of Talent Acquisition and Staffing
- Katie Goehring, Benefits Manager
- Michelle Donatelli, Senior HR Specialist
- Amy Waksman, Human Resources Coordinator
- Shannon Fenton, Human Resources Specialist
- Melissa Brown, Substitute Services Coordinator

Employee Self Service (ESS) Information — What You Need to Know
The Employee Self Service (ESS) is a web-based portal (accessible through the Internet from any location) that allows North Allegheny staff to review information pertaining to employment:
- Payroll statements (current and past)
- Benefit plans, coverage, dependents, and employee contributions
- Personal leave and sick day balances
- Certifications and clearance expiration dates
- W-2 and W-4 information, and paycheck simulator
- 403(b) Program information
- Addresses and other personal data

In addition to the shortcut on any North Allegheny computer desktop, ESS is also accessible with any electronic network device: smartphone, tablet, or computer. Log into the District's Intranet system, and locate "ESS" in the staff links or via the Human Resources page. You can also type and save the direct link: **https://selfservice.northallegheny.org/ess/**.

> **TIP:** A helpful user guide can be accessed on the **Human Resources Intranet page**.

Logging in to ESS
Enter your username and password and click "Log In." Your username is your NASD Employee Number which can be found in the upper left hand corner of your paycheck. Your initial password is the last 4 digits of your Social Security Number. The system will prompt you to change it to a more secure password once logged in. The new password must meet the following strength criteria:
- Must be at least six characters long.
- Must contain at least one numeric character.
- Must consist of a mix of upper and lower characters.

If you have forgotten your password and need help resetting it, please contact Technology Services. Additional information and instructions are available in the "Resources" section upon login.

> **TIP:** To keep personal information secure, users should "Log Out" and close the browser after using ESS. Please use caution when accessing ESS away from home or work.

ESS Mobile App
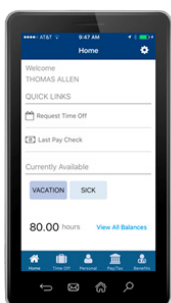
The free Employee Self Service (ESS) mobile app allows you to effortlessly request and approve time off, view benefits, and manage your personal information right from your smartphone. Groups currently not requesting time off through ESS, including teaching staff, will continue to use their normal procedures for time off requests; however, they can use the app for the other functionality it provides. Search "Munis ESS Mobile" in the App Store or Play Store. If the app is not found under iPad apps, select iPhone only apps to download. If you have any issues, please contact Technology Services.

Human Resources

Your Benefit Information

Please be aware that all benefit administration will be handled on the Employee Self Service (ESS) System. Employees must log into ESS to report qualified life events and/or access open enrollment. Please note there are additional links, forms, and instructions in the "resource area" on the site. If you have a benefit question, please contact your building Health Care Representative or contact Katie Goehring, Benefits Manager, at **kgoehring@northallegheny.org**.

With the continued support of North Allegheny's Tiger Strong Live Long campaign, employees are encouraged to take an active role in improving overall health and well-being. To qualify for various drawings, employees are asked to achieve 500 points toward wellness by using the following steps:

1. Log into your personal account via **www.upmchealthplan.com**.
2. Complete the MyHealth Questionnaire.
3. Achieve additional points by enlisting a health coach, watching a wellness video, completing an EAP SkillBuilder course, or simply schedule and receive annual preventative exams. Various on-site activities are also available for points.
4. Covered spouses must only complete the questionnaire and are not required to earn points.

TIGER STRONG LIVE LONG

Resources

- **WorkPartners | Life Solutions -** Resources for employee assistance and wellness support: 1-844-833-0527
- **For Medical Benefits -** UPMC Member Services: 1-888-876-2756
- **For Dental Benefits -** United Concordia (UCCI): 1-800-332-0366
- **For Vision Benefits -** UPMC Member Services: 1-888-876-2756
- **For Flexible Spending Accounts -** UPMC Member Services: 1-888-876-2756

Register for the PSERS Member Self-Service (MSS) Portal

The PSERS Member Self-Service (MSS) Portal offers you secure, convenient, 24/7 access to your pension account information. With the MSS Portal, you can conduct many pension plan-related transactions online instead of filling out paper forms or contacting PSERS staff. Plus, you will receive instant confirmation of your transactions, instead of waiting for confirmation to be mailed to you. All you need is your PSERS ID, social security number, date of birth and a valid email address. Go to **www.psers.pa.gov**.

TIMS

As a reminder, The Pennsylvania Department of Education (PDE) utilizes the Teacher Information Management System (TIMS). Professional Employees and Administrators can monitor the status of currently held certificates, or submit an application for certification online and monitor the progress of the application through their dashboard.

All changes pertaining to your PDE certification information including name, address, phone number, certification additions and deletions, Level II application, etc., must be submitted electronically using TIMS. Paper certificates and other documents will no longer be issued.
All certified employees must:

- Register with PDE if you do not have a username and password.
- Log on to TIMS, access your record, and verify that the information is correct.

Affiliate yourself with North Allegheny School District, so the District has access to your information. If you have any questions, contact Michelle Donatelli, Senior HR Specialist, at 412-369-5563.

Human Resources

Reporting an Absence (For Teachers and Non-260 Paraprofessionals)
The District uses a service from Frontline Education to record and manage absences and to find substitutes. Every effort should be made to report your absence with as much notice as possible. Frontline's Absence Management is available to you 24 hours a day, 7 days a week and can be accessed via telephone and internet, as instructed below.

Internet
1. From a District device, select TigerID from the desktop or home screen; or from any device, select TigerID Portal from the home page of the District website.
2. Use your TigerID to log in. *(Two-Factor Authentication is required for staff members to log in to any service using TigerID. The most convenient way to use two-factor authentication is by downloading the free Google Authenticator app. The District's Service Desk can assist with setting up two-factor authentication.)*
3. Select the Frontline icon from the TigerID Portal.
4. Select Absence Management.
5. From the Navigation toolbar, select Absences, then Create Absence.
6. Complete the necessary information and select Create Absence to complete the entry and receive a confirmation number.

Telephone
Call toll-free 1-800-942-3767 and follow the voice menu to enter and manage absences or to access other features. When entering an absence, wait until you receive a confirmation number before you terminate the phone call. Your transaction is not complete until you receive a confirmation number. It is recommended that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Note
- Absences must be in Full Day, Half Day AM or Half Day PM increments.
- Absences must be entered whether or not a sub is needed. This includes all contractual working days, such as Act 80 and In-Service days.
- Absences must be reported at least one hour before report time for that day.
- Absences for District meetings must be entered one week in advance.
- Absences for Conference and Workshop attendance with associated expenses for room, board, tuition, and/or travel will require Board approval (45-day advance request) and permission forms.

Your Responsibilities
- To communicate with your building's secretary and make sure the building is aware of your absence. Building secretaries are not responsible for submitting absences.
- To create plans/daily schedule for any absence (planned or unexpected).
- To choose the correct absence reason. You may need to add more details for the absence under the "Notes to the Administrator" section.
- To ensure the absence is recorded properly by checking Employee Self Service (ESS) **https://selfservice.northallegheny.org/ess/**. For discrepancies, contact Human Resources.

Facilities Department

NA Recycles!

Employees are reminded that the following items CAN be placed TOGETHER in the blue recycle bins placed throughout District facilities:

Paper and Cardboard

Do's:
- Corrugated cardboard that is flattened
- Magazines
- Office paper (full sheets all colors)
- Newspapers

Don'ts:
- Waxed paper
- Food-contaminated paper
- Paper that has been stapled together – just remove the staple and it qualifies!
- Envelopes

Metals

Do's:
- Aluminum cans, steel cans, and tins that have been rinsed out
- Empty aerosol cans

Don'ts:
- Food-contaminated metals – just rinse them out and they qualify!
- Paint cans with wet or dried-on paint
- Electronics – these must be recycled separately
- Foil

Glass

Don'ts:
- No glass of any kind or color is permitted to be recycled.

Plastics

Do's:
- Refer to the Recycling Symbol, generally found on the bottom of the item. It is commonly represented as a triangle with a number from 1 to 7 inside. That number is the resin identification code or RIC. Each number represents a different type of plastic. Some types are more easily recycled than others.
- Codes 1 and 2 are generally acceptable for recycling. This includes soft drink and soda bottles.
- Plastic bottles, jars, and jugs #1 & 2 are acceptable plastics.

Don'ts:
- Plastic bags from grocery stores are generally better to recycle in the barrels provided for this purpose at grocery stores. The District will be charged if these bags are put in the barrels, so please refrain from doing so.
- Plastic items with food waste in them cannot be recycled. One item that is dirty can contaminate an entire bale containing thousands of pounds of collected plastics.

Curriculum Update

The mission of North Allegheny School District is to prepare students for success in a changing world. This past school year has certainly been an example of how quickly the world can change and how important it is for school districts, staff, students and families to change with it. Teaching and learning were challenging throughout the 2020-2021 school year, yet our staff, students, and families responded in such a way that made a year of challenges also a year of growth. Regardless of the instructional model required, the North Allegheny staff continued to bring a meaningful curriculum to every student in every course. As we move into the 2021-2022 school year, our instruction across the district must continue to be flexible enough to respond to the needs of children who learn in many different ways, while also preparing students for a changing world and workforce. Now more than ever we must be responsive to our students' learning styles, learning gaps, and social and emotional needs as we enter into a year of recovery and reimagination and reinvention. We will continue to have a strong commitment to developing programs with relevant topics that engage all young people to become critical thinkers, life-long learners, and dedicated citizens.

As we embark upon a new school year, we are pleased to share an update from each academic department. As each "year in review" summary is presented, it will be evident that exciting teaching and learning continues to happen throughout the District. From our earliest learners joining us in kindergarten to our high school students selecting from over 24 Advanced Placement courses and 50 College in High School courses, there is something that will spark learning in every child.

The goal of our work is to ensure college and career readiness for all students and provide a variety of resources and opportunities to reach that goal. Through collaborative efforts with our schools, we provide access to rigorous standards, relevant content, and quality instruction to enhance the learning process. As we continue down this path of learning, our curriculum and instruction will continue to evolve and reflect the needs of our students and the rapidly changing world we live in. What an exciting time to be a student at North Allegheny! Have a wonderful school year!

BCIT

During the 2020-2021 school year, students had to adapt to many different learning environments. They saw firsthand how teachers had to change the instructional model for delivery. Similarly, all companies needed to re-evaluate how they conducted their business practices in an ever-changing environment. The marketing of products and services changed; management and leadership within organizations was altered; organizations had to reallocate their finances; technology was utilized to meet the demands of remote, but secure, connections. These significant events and changes all impacted the Business, Computer, and Information Technology (BCIT) Curriculum. As the BCIT Department continued to provide the evolutionary, forward-thinking curriculum — we were able to utilize current events and trends as a means of delivery of that curriculum.

The department continued to implement the recommendations presented in their 2016 full Curriculum Review. These continued to focus and align education to emulate the changing landscape of practices seen in today's business world. While no new textbooks were adopted this year, evaluations began for selecting updated Business Communications and Entrepreneurship materials. A new web based touch typing software, EduTyping, was implemented in the 2020-2021 school year.

During the upcoming school year, staff development will continue to focus on adding leadership and project-based activities within individual curriculums. Technologies will be utilized to gather information, understand perspectives, identify issues, and establish best practice standards. The BCIT Department continues to strive to provide flexible and interactive learning environments.

English Language Arts

The 2020-2021 school year marked the first year of implementation of recommendations from the Curriculum Review that concluded in 2019 with a partial implementation of new curriculum and resources across grades K-12. ELA teachers were able to pilot new texts, resources, and assessments within their classes and provide valuable feedback to the Curriculum Writing Team in preparation for a full implementation beginning in the 2021-2022 school year. Professional learning for teachers included the use of embedded technology curriculum resources for HMH's *Into Reading* for grades K-5, McGraw-Hill's *StudySync* for grades 6-8, and *Actively Learn* for grades 9-12.

Year two of implementation in 2021-2022 will mark the full implementation of new curriculum maps for K-12 created using the Understanding by Design format, a closer alignment with PA Core Standards, Skills, and Content; and an increased emphasis on the "4 C's": Collaboration, Communication, Critical Thinking and Creativity. Also in keeping with the findings of the Curriculum Review, the curriculum maps at each grade level will include a more diverse selection of core texts with consideration of thematic differences, cultural point of view, and critical analysis of multiple genres of text (fiction, nonfiction, current events, etc.) to promote critical and cultural literacies.

During the 2021-2022 school year, professional learning will focus on the continued implementation of new resources and embedded technology within the new curriculum; the integration of Reading, Writing, Speaking, and Listening through English Language Arts Instruction for grades 6 and 7; the development and implementation of common assessments, rubrics, and instructional practices for teaching writing; and increased cross-curricular work and alignment with the Social Studies Department.

Curriculum Update

Family and Consumer Sciences

During the 2020-2021 school year, the Family and Consumer Sciences (FCS) Department continued to focus on sustainability; further integrating composting systems at each secondary building. We were recognized in December 2020 as part of the Healthy Schools Recognition Program, receiving High Honor Roll for our department's work toward environmental sustainability.

NASH preschool opened this spring after facilitating preschool lessons virtually; senior students maximized time in person by collaborating with the NASH science department. NASH foods and nutrition students discovered recipes that can be made with pandemic pantry staples, always with budget in mind. FCS Fashion students coordinated the costumes for the NASH Fall Play "Almost Maine" and students in the Real World participated in realistic mock interviews. Interior Design students refreshed several NASH spaces, including the GOAL office, Dr. Buchak's office, and the NASH main office conference room. Sports Nutrition class continues to work with a number of student athletes continuing their careers at high levels beyond NA. NAI FCS students successfully engaged in lab experiences while being active participants in reducing food waste, such as utilizing lab leftovers to create new dishes and adding food scraps from lunches and snacks to the classroom compost bin.

Our 8th grade FCS students at both brick and mortar buildings and NACA enjoyed learning how to sew on a button and use a needle and thread as they constructed felt monsters. At IMS, 8th graders learned about the importance of reading to children and created children's books based on their felt monster. Our 8th graders also studied superfoods and included a variety of nutrients into their diets; applying their learning making stromboli and superfood snacks. CMS 7th graders participated in a name brand or generic blind taste test challenge, and all of our 7th graders learned about consumerism and became "label aware." 6th graders across the district practiced measuring in the kitchen, making whole grain pizza and biscuit calzones. They also made job flyers to use this summer as they look for creative ways to serve others and earn money.

The department looks forward to another exciting school year in which our comprehensive courses continue to focus on imparting knowledge and skills needed for success in an ever changing world for every North Allegheny student. Follow the FCS Department on Twitter @NA_FCS for department news and achievements.

Health and Physical Education

The Health & Physical Education Department is proud to announce that due to the grant writing, The NA Foundation, and the hard work of our staff we will have biking as part of our HPE curriculum at all of our elementary schools in the year to come. Across all K-12 courses we will be continuing to focus on our 4 Pillars (Physical Fitness, Health & Physical Literacy, Nutrition, and Social Emotional Health) created during the 2018-2019 Curriculum Review.

Coming off of relaxed expectations for exercise levels in school during 2020-2021 we are looking forward to challenging our students to move into their stretch zones in 2021-2022 while continuing our focus on self-care. We started implementation of our updated skills based health curriculum last year at the middle school level and will continue to update lessons in both middle school and ninth grade health to the skills based model. Skills-Based Health is a health education framework focused on mastering vital life skills and understanding essential health concepts for the purpose of empowering students to live healthy lives.

Library

During the 2020-2021 school year, the Library Department, like other departments, spent considerable time adapting our lessons for online learning. Elementary librarians collaborated to develop district grade-level lessons pushed out weekly to all buildings to ensure consistent, spiraled, engaging content. Secondary librarians addressed the challenge of advancing students through the research process during the ever-changing learning models and promoted and monitored meaningful independent reading.

Although the majority of our students still prefer print books to digital, increased and improved access to digital books had to be a focus. SORA, an Overdrive product, offered to North Allegheny families as part of an AIU consortium through TigerID, was a well-received addition to previous options in Destiny, Mackin, and PebbleGo. Students and staff were encouraged to request materials, and new titles were added daily.

The Librarians continued to place an emphasis on providing students and staff with an exceptional collection of books and resources that meet the diverse curricular, developmental, cultural, and social needs of the learners, staff, and community and to encourage all to take an active part in that development.

Curriculum Update

Mathematics

During the 2020-2021 school year, the Mathematics Department completed the fifth year of the implementation phase of the Curriculum Review (2016). The inquiry-based approach to teaching mathematics continues to be a welcomed piece of the teachers' instructional practices. The recommendations from the Review continued to be implemented into the department during CADI (6-12) and Grade Level Meetings (K-5). The professional development for the teachers included: Implementation of the Changes to the SAT/PSAT, Curriculum Writing in Rubicon Atlas, Development and Implementation of Common Assessments, Textbook Training, Problem Based Instruction, Project Based Learning, and Virtual Instructional Techniques and Strategies.

The Mathematics Department is looking forward to the sixth and final year of the implementation phase of the 2016 curriculum review in the fall of 2021. Probability and Statistics will see the majority of the changes for the 2021-2022 school year. There will be many changes as we move forward on how mathematics is taught for the staff and students as the District moves into the 2021-2022 school year.

The Mathematics Department continues to analyze and make necessary changes to the unit-based curriculum in Rubicon Atlas as new topics in mathematics education present themselves (i.e. Inquiry Based Instruction, Keystone Exams, PA Common Core Standards, Eligible Content, STEM, SAT's and ACT's, and Problem/Project based learning).

Music

Last year, we stated that "the music department was thankful for the performances that we were able to give in the 2019-2020 school year. During that year, more than 5,300 students participated in concerts. We are sorry that we missed the opportunity to provide instrument fittings and test drives at the end of the 2019-2020 school year." We believe that those statements are still true today. The music department was, however, able to create many unique and wonderful opportunities during the 2020-2021 school year. Teachers and students explored new ways to enhance student learning , engagement, and performances. We look forward to meeting 3rd and 4th grade students in the fall and giving them the opportunity to join band and orchestra at that time.

The music department will continue to refine curriculum, instructional strategies, and blended learning through Curriculum and Departmental In-service (CADI) sessions throughout the 2021-2022 year. The department plans to continue to align our spiraling curriculum throughout our K-12 musical offerings.   The Music Department is excited for again being named one of the "Best Communities for Music Education," by the NAMM Foundation. We would like to congratulate the many students who auditioned for and were accepted to participate in PMEA Honors Orchestra, PMEA District Band, PMEA Honors Band, PMEA Region Chorus, PMEA Junior High Band, PMEA Junior High Chorus, PMEA Singfest, PMEA Elementary Band, Alle-Valley Band Festival, PMEA District Chorus, PMEA District Orchestra, PMEA All-State Ensembles, and PMEA Jazz Band.

School Counseling

After such a difficult year for so many, the School Counseling Department wants to assure the community that we will remain committed and vigilant to providing support for all students and stakeholders. Because the Department follows the American School Counseling Association's comprehensive and developmental model, students and families can utilize the School Counseling staff for support in the areas of Academics, Career and Personal/Social development. In addition, the School Counseling team will continue to build on current Social and Emotional Learning (SEL) classroom and individual lessons for students. More than ever, building resilience in our students will provide lifelong skills necessary to cope and process life's situations.

In addition, North Allegheny continues to meet and exceed Pennsylvania Department of Education's Career Readiness Index. The School Counseling Department will continue to provide career and post-secondary planning for all students. These classroom lessons are designed to help students navigate a changing world of work and explore multiple pathways to reach their educational and personal goals.

Science

The science department curriculum review has been extended through the 2021-2022 school year in order to allow the curriculum team adequate time to evaluate resources and write curriculum. The review will culminate in a school board presentation in May 2022.

At the start of the 2020-2021 school year, the science department purchased several online programs to help supplement online and hybrid instruction. These included Mystery Science for elementary science and Gizmos & Pivot for various middle and high school courses. It has been decided to continue the Mystery Science subscription into the 2021-2022 school year for the elementary grades. Gizmos & Pivot will be renewed for next year only on a course-by-course basis based upon curriculum needs. Long term subscriptions to these and other programs will be evaluated during the curriculum review.

Throughout the curriculum review, new textbooks, elementary, and middle school science programs will be evaluated for adoption to replace older and expiring materials.

A return to a more standard instructional model will allow the Science Department to refocus efforts both on project-based learning and common assessments & lab activities. These assured experiences will ensure common skills as students move from grade level to grade level.

Curriculum scope & sequence will be evaluated K-12, with consideration of gaps and overlapping topics throughout all academic pathways. The new Pennsylvania Science Standards as well as Next Generation Science Standards will be included in our rewritten course curricula following the completion of the curriculum review.

Curriculum Update

Social Studies

During the 2020-2021 school year, the Social Studies Department continued to implement recommendations made in the comprehensive 2017 Curriculum Review for grades K-12. These recommendations included curriculum modifications to address civic online reasoning and digital citizenship skills, promotion of data interpretation in history and the social sciences, additional primary source analysis, and developing global competencies through problem-based and project-based learning. One additional area of focus this year and moving forward is to engage in ongoing review of materials and resources with an eye toward ensuring an inclusive and responsive learning experience for all students.

The Social Studies department continued to partner with La Roche College, offering 10 courses as College in High School (CHS) courses, which enable students to earn college credit upon successful completion of these courses. In addition, two new elective courses, Honors Introduction to Philosophy and AP United States Government and Comparative Politics that were offered in the 2019-2020 school year are anticipated to be CHS classes in 2021-2022. This year was the second full year of the revamped required eleventh grade history and government course which features utilizing case studies of modern history and politics in order to better prepare students to be active and informed citizens. Teachers of this course continued to develop and refine resources in the eleventh grade course in lieu of a traditional textbook which worked particularly well in the hybrid/remote models of instruction and allowed for more flexibility and individualized assignments.

Beginning in 2020-2021, the Pennsylvania Department of Education required that a locally developed assessment of U.S. history, government, and civics be given at least once to students during grades 7-12. In response, the 11th grade teachers collaborated to design a common assessment that measures student knowledge in the areas of historical and civic knowledge and engagement. All 11th grade students were given this assessment during the 2020-2021 school year and results were reported to the PDE.

During the 2021-2022 school year, professional development will focus on further embedding skill development within the curriculum and expanding opportunities for problem-based learning, critical thinking activities, and increased cross-curricular work and alignment with the ELA Department. The Department will also undertake revision of common assessments and audit of materials and curriculum in preparation for a more comprehensive curriculum review in 2023.

Technology and Engineering Education

Over a year ago, traditional education changed forever. The educational community across the nation was forced to adapt, change, and implement innovative distance learning options for students. Despite many challenges with pandemic restrictions, the hands-on nature of our courses, and the first year of our curriculum review implementation, the Technology and Engineering Education Department was able to deliver meaningful experiences to our students through rigorous courses, unique projects, and cooperation of all stakeholders.

During the 2020-2021 school year, our department moved forward with recommendations highlighted in our curriculum review by implementing many new courses, including three new honors level courses- Honors Principles of Engineering, Honors Digital Electronics, and Honors Computer Integrated Manufacturing. Each course is part of the Project Lead the Way (PLTW) engineering pathway and is eligible for college credit. In addition, many courses have been renamed and updated to provide students more opportunities to enroll in areas of interest and to increase engagement of demographics traditionally not represented in our courses.

During the 2021-2022 school year, the department continues with the second year of our curriculum review implementation. We are proud to offer the new course, Honors Engineering Design and Development (EDD), which is the capstone course in the PLTW high school engineering pathway. EDD is an open-ended engineering research course in which students work in teams to design and develop a solution to a well-defined problem. In addition, the course Construction Systems has evolved to Home Maintenance and Repair providing students with the opportunity to explore the many different areas and fundamental systems related to home maintenance, repair, and ownership.

At the middle school level, we will be implementing a revised 8th grade curriculum concentrating on skills and concepts in the areas of Robotics, Electronics, Computer Integrated Design, and Advanced Manufacturing. This updated course will be enhanced with the newest technologies including the continued use of VEX Robotics, 3D printers, and CNC routers, along with traditional tools and machines exposing students to a well-rounded experience supported by various problem-solving methods.

Lastly, all courses in grades 6-12 will continue to be hands-on, project-based learning labs with a focus on STEM (Science, Technology, Engineering and Math). The department is also looking forward to once again hosting our annual robotics competition and participating in 'in-person' regional and state competitions.

Visual Arts

The Visual Arts Department is dedicated to helping students explore their creative potential, realize their abilities, develop critical thinking and problem-solving skills, and form meaningful connections with their world through art. Throughout 2020-2021, teachers and students engaged in experiences in new and unique ways, reflecting the goals of meaningful arts learning in remote and in-person settings. The Visual Arts Department will always remain committed to delivering a high-quality visual arts education to our students.

In 2021-2022, the department will engage in a curriculum review to identify content, scope and sequence, strategies, and resources that continue reflecting best practices in Visual Arts and emphasizing the artistic processes expressed within the national standards. Teachers will also continue exploring how technology and digital media supports all aspects of artistic processes and visual arts learning. The Traveling Art Gallery (TAG) elementary program will continue to further support and enhance visual literacy beyond the art classroom, with new framed prints and updated resources made available to all elementary buildings.

The Visual Arts faculty is proud of the creative accomplishments of North Allegheny students. In 2020-2021, 26 NA students throughout grades 7-12 received 52 regional awards. The National Art Honor Society chapter at NASH focused on community service through art, with 31 newly inducted members in 2021. Some community projects included fundraisers for charities, creating holiday cards for senior residents, school-based projects, murals, and more. Seniors committed to their volunteer service throughout the year received honor cords at graduation.

While building art shows did not occur in 2020-2021, artwork by NA students was still celebrated around the community with rotating displays in District buildings and virtual shows accessible to the community. The Visual Arts Department looks forward to the return of art shows in the future, while exploring fresh and innovative ways to bring student art into the community.

World Language

The World Language Department explored new ways to enhance student learning and engagement during the troubling times of the pandemic. Teachers collaborated with one another to learn new computer applications and websites for increasing student interest and participation. The Department found new and innovative ways using sites such as GoFormative, Blooklet, Gimkit and Flipgrid. These opportunities allowed interaction between remote students and cyber academy students alike.

This year with the addition of North Allegheny Cyber Academy, the Department was charged with finding ways to offer our language classes to students enrolled in this cyber academy. With new technology that was provided in each classroom, teachers were able to offer a dual enrolled situation where the remote students were able to participate in live synchronous classes, allowing students to receive the same instruction in person as well as remotely. The Department also developed new ways to facilitate and assess communication for all students in the Hyflex and dual enrollment environments.

National exams were able to be administered remotely for all languages at various levels. The French and German Honor Societies were even able to hold their respective induction ceremonies in a new way. Professional development time was spent finding these new and creative ways to continue to offer a high quality education for students during these unprecedented times. Finally, the teachers found exciting ways to engage students in culture while they were remote by offering cooking lessons of authentic foods. Several teachers at the middle level and high schools were able to offer lessons in each of the languages.

Professional Development

The start of a new school year is a busy time for the Professional Development Office. We recognize the desires of our educators, and are working diligently to bring meaningful and purposeful professional development sessions to them. Our Instructional Support Staff (Instructional Technology Integrators and Literacy Coaches) are also working to enhance instruction through the use of technology and best practices using coaching cycles. This is an exciting time for the Professional Learning and Development Office as we continue to build our learning organization at NASD!

The beginning of the school year is also a great time to review your Act 48 hours and determine if you are on track to complete the continuing education required to maintain an active teaching certificate. Act 48 hours can be accessed at **https://www.perms.pa.gov/screens/wfpublicaccess.aspx**. Many of you will notice your deadline date was extended. Act 13 of 2020 gave educators a one-year extension to complete the required Act 48 professional development requirements for their original five-year period. A change to the deadline depended upon when the educator was certified and if the educator had any other extensions during that time. However, most teachers/certificate holders will have benefitted from this "gift" of additional time. Any hours of outstanding credit from District In-services and Summer Time Option attended and due to you will post to accounts over the summer months.

We are all on our own learning continuum and it is important that just as we personalize lessons for our students, we must personalize professional development for our educators. If you would like additional support, or have ideas to further the growth of NA, please reach out to the Professional Learning and Development office.

CAO Copy Center

CAO Copy Center - Guidelines
Before submitting work to the CAO Copy Center, please review the following guidelines. Job orders that do not meet the guidelines will be put on hold until the submitting employee can be contacted. Please note that all jobs and requests are considered on a case-by-case basis. These guidelines are also available on the **CAO Copy Center website**.

- All jobs should be submitted to the Copy Center using the Job Ticket Submission Form.
- Hard copy jobs are not accepted.
- Up to ten (10) files can be attached to one order form AS LONG AS THE SELECTIONS ARE THE SAME FOR EACH FILE. For instance, the number of copies, finishing details, paper selection, etc. must be the same for each file attached. ALL of your choices on the order form will apply to ALL FILES attached.
- All jobs will be delivered via interoffice mail unless otherwise notified. Proofs will be provided upon request. These can be noted in the "special instructions" at the end of the form.
- PDFs are the only accepted document type. Documents sent in other formats (Word, Publisher, etc.) do not print as designed due to differences in font selections, operating systems, and software versions.
- Documents sent to the Copy Center must be ready for print.
- The Copy Center cannot piece documents together for staff members. Any job submitted that needs to be redesigned or reformatted will be put on hold until the staff member can be contacted for a properly formatted version.
- Requests will be considered on a case-by-case basis and every effort will be made to ensure that teachers have the resources they need to provide outstanding educational experiences to students every day.
- Jobs of 25 pages total or more should be sent to the Copy Center for printing. Anything less should be printed in the employee's building.
- Standard turnaround time for jobs is three days including delivery. For example, if you submit your job on Monday, you can expect it to be delivered on Thursday. THE DUE DATE YOU SELECT IS THE DATE THE JOB WILL BE DELIVERED TO YOUR BUILDING, provided it is at least three business days from the submission date. If the Copy Center staff requires further details to complete the request appropriately, it may take additional time. The Copy Center staff reserves the right to put a job ticket "on hold" while awaiting a response.

- Tape binding can be used for jobs between 40-150 sheets of paper. Depending on volume, jobs that include tape binding may take longer than the standard turnaround time. Any job with less than 40 sheets of paper that requests tape binding will be double-stapled.
- Comb binding can be used for jobs up to 150 sheets of paper. Depending on volume, jobs that include comb binding may take longer than the standard turnaround time.
- All work that is necessary to support curriculum and instruction will be approved.
- The standard default print request is letter-size white paper, double-sided with black ink. Other options include three-hole paper, stapling, saddle-stitching, comb binding, tape binding, covers, folding, cutting, hole punching, tabs, and shrink wrap. Note that certain restrictions may apply to finishing options. Cardstock is only available for special projects upon principal approval with a rationale.
- All printing is done in black ink. K-2 teachers, Special Education teachers, and Reading Specialists are permitted to request color printing via the Electronic Job Ticket. All other teachers and staff members must receive permission from a principal or administrator.
- All employees are expected to adhere to legal guidelines and relative copyright laws. A copyright release is required to run any copyrighted jobs, except for masters that are purchased to support an approved curriculum. Copying any masters that are supplemental to the curriculum must be approved by a principal or administrator.
- Staff members will be informed via email when a job order is denied. If a job is denied, it should not be printed in a school building.
- Pre-printed templates of standard materials such as lined paper, blank booklets, etc. have been purchased at a price that is lower than the cost of creating these items at the Copy Center. Staff members are encouraged to use these pre-printed materials whenever possible. Requests for copying sheets of blank lined paper, pads, tablets, memory books, etc. will not be approved. Blank journals will only be completed in the Copy Center with a written rationale that has been approved by a principal or administrator.

Principal/Administrator Approval for Exceptions
If you have a job that requires an exception to these guidelines, please email your building's principal or administrator. Include the special requests in the email body (such as cardstock, colored paper, etc.) along with the rationale. If your principal approves the request, please forward your principal's email to the Copy Center (**CopyCenter@northallegheny.org**) and then submit a ticket using the Job Ticket Submission Form. Please do not submit a ticket online before receiving approval.

Contact the Copy Center
Please contact Mark Repp (Supervisor) and Jimmy Graner at the Copy Center with any questions, or if completed jobs are incorrect, late, or unsatisfactory.
- **Email: CopyCenter@northallegheny.org**
- **Phone:** ext. 51602

What Public School Employees Need to Know About FERPA

What is it? FERPA is the Family Education Rights and Privacy Act. It is a federal law that governs the disclosure of student education records. Because of this law, public schools are required to protect the privacy of student education records by notifying parents/guardians (or students over the age of 18 years) of their rights to privacy in those records and by obtaining written consent before giving the information to any person or organization that is not legally entitled to the records.

What is a Student Education Record? FERPA defines a student education record as the files maintained by a school district about a student. Every student education record includes directory information, which can be released without prior consent, as long as the school district has informed parents/guardians of which categories are included in its definition of directory information. NASD defines directory information as including name, address, telephone number, date and place of birth, field of study, honors won, offices held, recognition for achievements, post high school endeavors, recognition of graduating seniors, participation in officially recognized activities and sports, weight and height (for athletic teams), dates of attendance, enrollment status, degrees and awards received, and the last educational agency or institution attended by the student.

Education professionals should note that the law also stipulates that the release of directory information is only permitted if there is "no harm done or invasion of privacy resulting" from the disclosure. It is the responsibility of the school district to use discretion in the release of any information. It is clear that the release of directory information is not permitted if that information would identify further details about the student that might be considered an invasion of privacy, such as whether he/she participated in a fight or was disciplined, etc.

In practice, the District prefers to take a conservative approach to the release of directory information. For example, when student photos are used in print or on the website, students are not identified by name. When representatives from the media request information about students beyond that which is included in a standard press release, a phone call is made to ask for parent/guardian permission.

Can School Employee Records be released? Districts are permitted to release information regarding dates of employment, but they are not required to provide health information, phone numbers, or addresses of employees.

How does NASD notify parents/guardians of their rights to privacy under FERPA? Each year, a series of Annual Notices is published in the Measuring Success Annual Report, which is posted electronically on the District website. Included in that list of notices is a detailed explanation for parents/guardians of their rights under FERPA. In addition, a summary notice is included in the parent/guardian newsletters that are published at the beginning of the school year.

Who has a legal right, outside of parents/guardians, to access all or part of an education record of a student? The education record of a child can be sent to another school or school district in which a child plans to enroll, upon parent/guardian request. Some student data can be released for purposes of federal, state, or local audits; for law enforcement; for some specific types of controlled educational research; and in emergency situations when it is required to protect the health or safety of the student or other persons. Names, addresses, and phone numbers may be provided to military recruiters.

Do students have legal rights to their education records under FERPA? When students are 18 years of age, they assume the rights their parents/guardians formerly held in regard to their education records. However, if a student is still claimed as a dependent on the income tax form of a parent/guardian, the parent(s)/guardian(s) retain those rights.

What does "legitimate need to know" really mean? A school employee has a legitimate need to know a student's information if that employee must have that information in order to fulfill his/her professional responsibility. This includes administrators, supervisors, instructors, support staff members, and health services staff. On the other hand, the casual discussion of student information by any appropriately informed school employee with another individual who does not have a legitimate need to know that information is in violation of FERPA.

In the case of Special Education students, student privacy issues can be more complex. Employees dealing with education records of these students should carefully review the confidentiality information on page 9 of this publication and ask a supervisor if questions arise.

What Public School Employees Need to Know About FERPA

How does FERPA affect the use of surveys in schools? FERPA does address the administration of surveys to students. The type of information collected by a survey, the planned use of the information collected, parent/guardian pre- notification rights and the storage, and/or disposal of information collected are all addressed by this law. That does not mean that surveys cannot be done in public schools. It does mean that any survey that is under consideration for distribution to students should be carefully reviewed by an administrator to verify that it meets the criteria outlined by FERPA.

Are notes about a student that a teacher has made for his/her personal use only considered part of a student record? Teacher notes that are generated and used as a memory aid are not considered a part of a student record, unless the teacher shares them with someone other than a substitute teacher who requires the information to successfully cover the teacher's class.

What kind of issues can arise and how should they be handled? In terms of FERPA regulations, discernment in the everyday handling of student information – whether that is verbal, print, or electronic information – is very important. Thinking very carefully about how any type of confidential student information is stored and maintained is an important component of compliance. Since legal responsibilities are attached to these regulations, it is always better to be safe than sorry. If a question or an issue arises, take time to check with a supervisor before sharing or releasing information about a student.

Guidelines for Teachers

Federal Guidelines Relative to Printed Works
Educators in nonprofit education institutions can make photocopies of copyrighted works for classroom use under some circumstances. When doing so, educators should follow the federally adopted guidelines that are part of the legislative history of the Copyright Act. The following is a summary of Section 107 of H.R. 2223.

- Teachers preparing to teach a class may make photocopies of a single copy of a book chapter; an article from a newspaper or journal; a short story, essay, or short poem; or a chart, graph, diagram, cartoon, drawing, or picture from a book, periodical, or newspaper. In addition, teachers can make one copy for each student in a class provided that each copy includes a copyright notice and meets three tests: the brevity test, the spontaneity test, and the cumulative effect test.
- The brevity test determines how much work can be copied. For a story, essay, or article under 2,500 words, the educator can copy the complete work. For longer works, the educator can copy excerpts of not more than 1,000 words or 10% of the work, whichever is less. However, educators should be aware that some short works, such as children's stories, may be designated as special because they contain illustrations. For these special works, educators may copy no more than 10% of the work.
- The suggested maximum for poetry is 250 words. Poems with less than 250 words can be copied in their entirety provided that they are not printed on more than two pages.
- The guidelines suggest that not more than one chart, graph, diagram, drawing, cartoon, or picture should be copied per book or issue of a periodical.
- The spontaneity test says that the "inspiration and decision to use the work" must occur so soon before the class that it is not feasible to write to the copyright holder for permission to duplicate the work. In addition, the teacher, not an administrator or "higher authority," must request the duplication.
- The cumulative effect test suggests that a short story, article, story, or essay may be copied only one time and that not more than three of these items may be from the same collected work or periodical volume during one class term. In addition, not more than a total of nine instances of such multiple copying may be done during a class term. The photocopies may be used in only one course; copying a work to use in several courses is not likely to be considered fair use. Copying an item for two or more class terms is specifically prohibited.
- Teachers are specifically prohibited from making their own anthologies or compilations through photocopying, even if the photocopies are used separately and not bound together. Teachers also may not use photocopies to substitute for buying a work, such as workbooks. And students may not be charged more than the actual cost of copying the material.
- The above guidelines apply only to copying works without permission from the copyright holder. Educators should remember that they can always write to publishers for permission to make multiple copies of a work.

Guidelines for Teachers

Code of Best Practices in Fair Use of Digital Materials by Educators
Hoping to clear up the confusion over the "fair use" of digital materials in teaching and learning, a panel of university professors has developed a "Code of Best Practices in Fair Use for Media Literacy Education."

The document clarifies how fair use applies to the most common situations where media-literacy educators make use of copyrighted materials in their work. It offers guidance for instructors so they can make informed fair use judgments.

Created through a partnership among the Media Education Lab at Temple University, the Center of Social Media at American University (AU), and AU's Washington College of Law, with funding from the MacArthur Foundation, the code identifies five principles of consensus about acceptable practices for the fair use of copyrighted materials.

Here are the code's five principles:
1. Employing copyrighted material in media-literacy lessons: Educators can use copyrighted material and make it available to learners in class, in workshops, in informal mentoring, and teaching settings and on school-related websites. However, educators should choose material that is germane to the project and use only what is necessary for the educational goal or purpose.
2. Employing copyrighted material in preparing curriculum materials: Educators can integrate copyrighted materials into curriculum materials, podcasts, DVD compilations, and so on, as long as these materials are designed for learning. Also, wherever possible, educators should provide attribution for quoted material.
3. Sharing media-literacy curriculum materials: Educators should be able to share examples of teaching about media with one another, including lessons, and resource materials. However, curriculum developers should be especially careful to choose illustrations from copyrighted media that are necessary for the lesson. Often, this might mean using only a short clip or abstract instead of the whole work.
4. Student use of copyrighted materials in their own academic and creative work: Educators should be free to enable learners to incorporate, modify, and represent existing media in their own classroom work. However, students' use of copyrighted material should not be substituted for creative effort and attribution should be made wherever possible.
5. Developing audiences for student work: When sharing is confined to a delimited network, educators are more likely to receive special consideration under the fair-use doctrine. In situations where students wish to share their work more broadly, educators should take the opportunity to emphasize the permission process. Also, students should be encouraged to understand how their distribution of a work raises other ethical and social issues, including the privacy of the subjects involved in the media production.
6. Along with these five principles, the code lists common myths about fair use and provides the truth behind these myths. For example, it explains that there are no "rules of thumb" for fair use and that fair use is situational—and context is critical. Also, educators don't always have the last word on fair use policy.

Digital Copyright Information Source: eSchoolNews.com, December 2008

Safety, Security, and Crisis Response Training

Safety and Security

At North Allegheny, one of our main priorities is to provide a safe, welcoming, and well- maintained learning environment where all students can grow and flourish. In conjunction with our local law enforcement partners at McCandless, Franklin Park, and Northern Regional Police Departments, we continue to develop and implement procedures that ensure the safety and security of students and staff members. Each of our school buildings has developed a crisis response plan that delineates roles, responsibilities, and procedures to follow during crisis situations. This information is shared with all staff members at the beginning of the year and various drills are conducted throughout the school year.

Physical Space and Building Procedures

The continued cooperation of all employees is needed to ensure the highest level of safety and security for all students and staff. As we continue to develop security protocols for our buildings, please remember these tips throughout the school year:

- Doorstops used on exterior doors are not permitted throughout the District.
- Visitors must be buzzed into each building.
- Unoccupied rooms and storage rooms should be locked.
- Store personal items/purses in locking desks/cabinets.
- Lock PCs and iPads when teachers are not in the classroom.
- Do not hold any exterior doors open for visitors you do not know.
- Each school building should have a single point of entry during the school day.
- Capture vestibules in each building allow front desk staff to safely receive visitors and control who has access to the building.
- All visitors must wear badges after being checked through the Raptor Visitor Management System.

"Stop the Bleed" Training

"Stop the Bleed" is a national campaign to improve survival during life-threatening injuries. In the nation's largest "Stop the Bleed" initiative, UPMC has partnered with the Copeland Regional Trauma Council to train potential bystanders on how to stop bleeding in the event of a traumatic injury. Keep an eye out for dates of future "Stop the Bleed" training opportunities.

Lockdown Drills

Lockdown drills are held periodically throughout the school year to ensure our staff and students feel confident of our emergency plans in place at each building. Practice drills also allow buildings to evaluate our emergency operation plans and improve on response skills. While we hope to never need to call for a lockdown in a real-life situation, we can never be too prepared when it comes to the safety of our students and staff. When lockdown drills are held at each building, parents/guardians will be notified via email of the occurrence.

Safety and Security Reporting Options

We encourage you to take a moment to review the various safety and security reporting options available to the NA community. These options are available to support the safety of students and others.

1. **Contact 9-1-1.** In the event of a real-time threat or life-threatening emergency situation, all individuals should contact 9-1-1. Calling 9-1-1 for any type of in-the-moment emergency allows first responders to provide assistance as fast as possible.

2. **Talk to a trusted adult/staff member.** North Allegheny strongly encourages students to talk with a trusted adult at home or at school. We continue to work with all students to foster positive relationships and promote their awareness in talking immediately with a trusted adult if they have questions or concerns. Direct reporting to a trusted adult is an essential practice to promote a safe learning environment. This information allows school officials to begin investigating immediately and address the concern appropriately.

3. **TIPSLine.** North Allegheny's TIPSLine allows tips to be made anonymously and quickly directly to law enforcement officials. The TIPSLine (724-933-TIPS) allows for the immediate involvement of law enforcement and collaboration, if appropriate, with school officials.

4. **Safe2Say Something.** See page 30 for an update on Safe2Say Something.

Safety, Security, and Crisis Response Training

Safety and Security Positions
- Dan Stack - Manager of School Safety and Security
- Mike Metzger - McCandless Police Officer/NAI School Resource Officer
- Todd Ray - McCandless Police Officer/NASH School Resource Officer

Standard Response Protocol
The North Allegheny School District utilizes the **Standard Response Protocol (SRP)** for all buildings. *SRP is based upon five specific response categories that outline the appropriate actions to be taken by those facing an emergency situation, NOT the individual scenario or emergent event driving the response (for example, an approaching tornado or received bomb threat). The five response categories are Lockdown, Lockout, Evacuate, Shelter, and Hold. Therefore it is important to note that while each individual school building's EOP Annex will include threat-specific guidance, checklists, etc., intended to assist the crisis response team in leading a successful response to various threats, the appropriate category/type of response will be consistent across all District buildings for a similar type hazard.*

If you have questions about your building's SRP emergency response procedures, please contact your building principal or crisis response team to ensure you're equipped with the knowledge of what to do in an emergency prior to one happening.

Safe2Say Something Tipline Update
North Allegheny successfully implemented the PA state-mandated Safe2Say Something (S2SS) anonymous tip line in March of 2019. The purpose of the tipline is to provide a safe, non-threatening forum through which students can report actions or behaviors which they feel represent a concern or danger to an individual student(s) or present an overall threat to the District, their school, or the student population. Currently, elementary schools are not a part of the S2SS program, and there are no plans to train these students in use of the system.

Diversity at North Allegheny

During the 2020-2021 school year, North Allegheny introduced NA Empower, a new committee that will move the District forward by giving students and staff the power to impact more equitable policies, practices, curriculum, and instruction.

NA Empower will develop programs to help strengthen North Allegheny's commitment to diversity, equity, and inclusion; identify needs and concerns of the community, and support the development of culturally competent individuals.

Reimagining the NA Diversity Committee was a collaborative effort that began in the summer of 2020. With the goal of creating an inclusive environment where individuals felt empowered and supported, a group of students and staff began meeting bi-weekly. Using virtual communication platforms, the group collaborated on the organization's name, vision, mission, and leadership positions.

During the 2020-2021 school year, NA Empower focused on restructuring the Diversity Committee, mandatory training programs, increased recruitment of diverse candidates, and updating anti-bullying/cyberbullying, unlawful harassment, and hazing policies.

The inaugural NA Empower committee includes 30 students and staff members from schools across the District as well as the Executive Council.

North Allegheny School District's Diversity Committee was founded in 1992 to help serve the diverse needs of every child of the District. Moving forward, the Diversity Committee will be known as NA Empower.

NORTH ALLEGHENY SCHOOL DISTRICT

COMPREHENSIVE PLAN
2014-2021

Our Mission
The mission of the North Allegheny School District is to prepare all students for success in a changing world.

Our Vision
The vision of the North Allegheny School District is to be a premier school district that inspires excellence in academics, athletics, arts, and activities for every student every day.

Our Goals
Academic Achievement
We will support the achievement of all students at the highest level of their individual abilities in all areas.

Safe and Supportive Schools
We will provide a safe, welcoming, and well-maintained learning environment.

Stewardship
We will maximize efficiencies in all areas of the District for the continuous improvement and optimization of resources.

Curriculum and Professional Practice
We will offer high quality instruction built upon a dynamic curriculum that fosters creativity, critical thinking, and life-long learning.

Innovation
We will innovate our educational practices and become leaders in technology integration.

Community Engagement
We will foster a collaborative culture that invites and celebrates community support and participation.