NORTH ALLEGHENY
2020-2021

Education Plan
2nd Quarter

September 8, 2020, marked an unprecedented start to a school year for the North Allegheny School District. The District saw almost 30% of its student body enroll in remote learning through NA Cyber Academy (NACA). Students who selected In-Person Instruction began the year under the Hybrid Phase - giving the District the ability to open our buildings at a reduced capacity, and slowly allowed students and staff to adjust to new health and safety procedures. The combination of Hybrid In-Person and remote learning through NACA was our best option to deliver instruction under the health and safety guidelines.

It has been the District's ultimate goal since March to bring our students and staff back into our buildings for In-Person Instruction in a safe and healthy manner. The students who chose In-Person Instruction returned in the Hybrid Phase on September 8, we have found that our students and staff members are following the health and safety guidelines while at school. The District has also implemented contact tracing to monitor and analyze our community spread of COVID-19.

On Monday, October 5, the North Allegheny Board of School Directors approved modifications to the instructional learning phase for the second quarter during a special voting meeting.

Approved items include:
- A recommendation to change the In-Person Instruction phase (currently Hybrid) for grades K-5 to be Full-time In-Person Instruction beginning on Wednesday, November 4.
- A recommendation to change the In-Person Instruction phase (currently Hybrid) phase for grades 6-8 to be Full-time In-Person Instruction beginning on Monday, November 16.

Students in grades 9-12 will remain in the Hybrid phase of the In-Person instruction option while the District explores ways to bring those students back to school full-time.
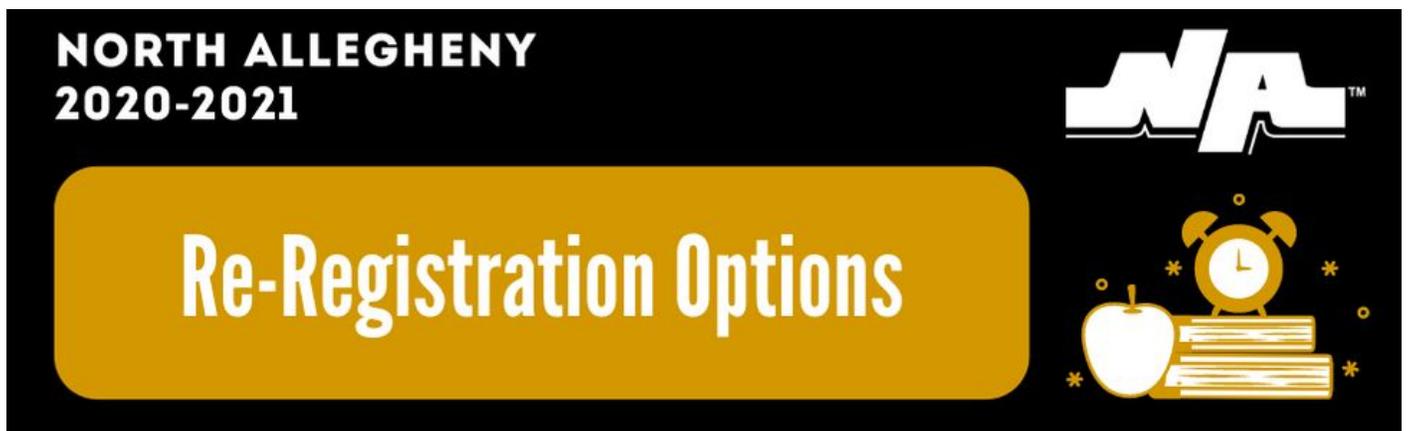
The end of the first quarter for grades 6-12 will move from November 10 to November 11, and the second quarter will begin on Monday, November 16, 2020.

North Allegheny Cyber Academy will continue to be an option for those who desire a fully remote learning experience.

The District continues to implement its Health & Safety plan and will continue to monitor the spread of COVID-19 within the county. It's possible that students who select In-Person Instruction may need to participate in full remote instruction if asked to quarantine.

We realize each of our students, their families, and our staff members are facing different challenges and obstacles as the circumstances related to COVID-19 evolve rapidly. We will continue to update our plans frequently based on recommendations from local, commonwealth, and national guidelines and communicate them to you as quickly as possible.

2020-2021 Re-Registration Options

Students and parents/guardians will be asked to select an instructional plan that best fits their needs.

If an option is not selected, students will remain in the option they selected/attended for the 1st quarter. If you have additional questions, please contact the Office of K-12 Education at **412-369-5896**.

Prior to the end of each quarter:
- Students who are enrolled in NA Cyber Academy will have the option to enroll in In-Person Instruction.
- Students who are enrolled in In-Person Instruction will have the option to enroll in the NA Cyber Academy.

End of Quarter Dates		
Quarter	**Elementary**	**Secondary**
2nd	January 28, 2021	January 28, 2021
3rd	April 1, 2021	April 1, 2021

2020-2021 Re-Registration Periods

- **2nd Quarter Enrollment:**
  - **October 6 - October 11** - K-12 Parents/Guardians complete re-registration confirmation form selecting In-Person Instruction option or NA Cyber Academy option.
- **3rd Quarter Enrollment:**
  - **December 9, 2020** - School board meeting to vote on 3rd quarter instructional plans.
  - **December 10 - 16, 2020 -** Families complete the re-registration process for the 3rd quarter.

Option 1: In-Person Instruction (K-12)

Under the In-Person Instruction plan, there are three separate phases for instructional delivery. The phases will be determined by the Board of Directors.

IN-PERSON INSTRUCTION SCENARIOS

FULL-TIME IN-PERSON INSTRUCTION K-12	HYBRID INSTRUCTION K-12	FULL REMOTE INSTRUCTION K-12
Students attend school in a physical school building five days a week.	A mix of in-person instruction at physical school buildings and remote instruction. Students spend two days each week in NA school buildings.	Students will receive remote instruction five days a week. Classes will be taught by assigned classroom teachers.

Option 2: NA Cyber Academy (K-12)

The NA Cyber Academy offers families the option of full-time online instruction from NA teachers as a replacement for returning to a physical school building. The NA Cyber Academy is the thirteenth school in the North Allegheny School District. NA teachers are providing online instruction leveraging curriculum from Edgenuity - a leading provider of K–12 online curriculum, as well as NA curriculum resources to create a blended learning solution. Instruction includes both synchronous and asynchronous learning.

Detailed information about both of these options is included in this document.

Instructional Delivery Descriptions

All North Allegheny students, including those who attend NA Cyber Academy, are benefiting from services provided by the North Allegheny School District. Below are descriptions of instructional delivery for the 2020-2021 school year. The following sections will provide detailed descriptions for both In-Person Instruction and NA Cyber Academy instruction as outlined in our Return to School plan. Under the In-Person Instruction plan, you will see three phases: Full-time In-Person Instruction, hybrid instruction, and fully remote instruction. If you select In-Person Instruction, please do so with the knowledge that the District may have to shift between the different phases over the remainder of the school year.

Full-Time In-Person Instruction K-12

The Full-Time In-Person Instruction delivery model is the closest option to the traditional school setting that staff, students, and families are used to experiencing. During full-time In-Person Instruction, students and staff are face-to-face to allow for social interaction and real-time learning within the confines of the District's Health & Safety Plan. Teachers are following safety protocols while organizing students to work collaboratively. Partner work, small groups, and one-on-one meetings with teachers are taking place through the use of different collaboration tools and strategies including available technology. All traditional student and staff resources and supports are available in the Full-Time In-Person Instruction setting while implementing the Health & Safety Plan protocols.

- All staff and students report to the school building daily for instruction.
- All staff and students follow enhanced hygiene protocols.
- All students (grades K-12) have access to Blackboard. In this platform, students can access a variety of videos, lessons, templates, assignments, virtual tutorials, and other tools to support their "at home" work. Blackboard can also be used for students who are absent and need to stay up-to-date with classroom instruction.

In-Person Instruction - Hybrid Instruction K-12

The District recognizes that at times we may need to decrease capacity in our schools and move to hybrid instruction. When this occurs, instruction will be provided to students both in-person and remotely during the week. When it becomes necessary to shift from full-time In-Person to hybrid instruction, the District will utilize SchoolMessenger to notify staff, students, and families of this change. During hybrid instruction, the following will take place:

- All staff report to school to facilitate learning for assigned student groups.
- All staff and students follow enhanced hygiene protocols.
- Students are grouped into cohorts and assigned to report to school on designated days:
  - Students assigned to "Cohort 1" attend Monday and Tuesday of each week.
  - All students work asynchronously (independent work that is not focused on real-time instruction) on Wednesdays to allow for cleaning. In addition to asynchronous instruction, teachers hold extended office hours on Wednesdays.
  - Students assigned to "Cohort 2" attend Thursday and Friday of each week.
  - Cohorts 1 and 2 are designated by the alphabet (A-L for Cohort 1 and M-Z for Cohort 2) so families with children in multiple schools are in school on the same days.
    - Families with multiple last names will default to the oldest student in the household's last name.
    - Adjustments to student assigned groups may be made as necessary for classroom size, bus capacity, or other reasons to achieve the desired goal of fewer students in school buildings.
- All schools facilitate District programming, including elementary special area classes, academic interventions, English Learners, Special Education, and Gifted programming.
- Teachers engage with students for in-person learning on assigned "at school" days, facilitate new learning experiences based on academic standards, and prepare students for independent work on their assigned "at home" days. Asynchronous (independent learning) assignments, activities, etc. that students work on independently will be assigned for "at home" days.
- All students (grades K-12) work to complete assignments with access to their grade-level learning platform, Blackboard. In this platform, students can access a variety of videos, lessons, templates, assignments, virtual tutorials, and other tools to support their "at home" work.
- Teachers maintain regular communication with families and students using Blackboard and other methods of communication. Blackboard Collaborate is the video tool that all teachers will use to hold live sessions with students/families.
- For more information on the HyFlex plan, the District had created [this resource](#).

Full Remote Instruction K-12

The Full Remote Instruction plan is enacted when the Full-Time In-Person Instruction and Hybrid options are no longer feasible based on District, local, or commonwealth officials recognizing that the level of community spread is too great and all constituents are at heightened risk. Full Remote Instruction is a different instructional delivery method than the NA Cyber Academy. Full Remote Instruction is a continuation of the In-Person Instruction option,

which means it will be taught by each child's classroom teachers. Staff, students, and families will be notified by the District through a SchoolMessenger phone call and email. Full remote instruction will look significantly different than last spring. Utilizing feedback from the parent/guardian survey, families will notice a robust plan for full remote instruction if needed this school year.

Full remote schedules have been developed for elementary, middle, and high schools and mimic a student's regular school day, where possible. All weekly schedules include instruction and application of skills through synchronous instruction, asynchronous learning, check-in meetings with teachers, and independent practice that meet Pennsylvania's required hours of instruction by week. All teachers are expected to deliver synchronous instruction at least twice each week with a few exceptions.

Elementary

Elementary Classes will follow the full remote schedules and HyFlex full remote Implementation plan found here.

Weekly plans will be posted on every teacher's Blackboard page in an agenda format. Each agenda will have links to where students and families can review the required work and sessions for the week.

Blackboard Collaborate is the video tool that all teachers will be expected to use to hold live sessions with students/families.

Students will be required to attend the synchronous sessions. If students do not attend these sessions, they will be counted as absent for the day unless prior arrangements have been made with the teacher. Students will be expected to "attend" class virtually daily and to complete/turn in assigned work. Attendance guidelines for 2020 -2021 can be found here.

Secondary

Secondary Classes will follow the full remote schedules and HyFlex full remote implementation plan found here.

All teachers K-12 will use Blackboard to communicate weekly learning plans by posting an agenda with details for the week. Each agenda will have links to where students and families can review the required work and sessions for the week.

Blackboard Collaborate is the video tool that all teachers will be expected to use to hold live sessions with students/families.

Students will be required to attend the synchronous/live sessions. If students do not attend these sessions, they will be counted as absent for the day unless prior arrangements have been made with the teacher. Students will be expected to "attend" class virtually daily and to complete/turn in assigned work. Attendance guidelines for 2020 -2021 can be found here.

English Language Learners

English as a Second Language staff works with families to assist in making choices for their selection of options and to assist with any transition if the District moves between options of instruction in the building, hybrid, or remotely throughout the year.

Student Services

Students receiving full-time In-Person Instruction have access to the NA Student Services Team. The Student Services team is a coordinated group of professionals providing specialized services such as psychological, school counseling, health/wellness, student assistance, and social work to students within the North Allegheny School District. The student services staff implement health and safety protocols appropriately while students transition from instruction in the building, hybrid, or remotely.

504 Plans

The NA School Counseling Department ensures student support through Section 504 of the Rehabilitation Act of 1973 while students are receiving In-Person Instruction. If the District transitions to hybrid or full remote learning, the School Counseling Department will reach out to families to address individual student needs based on the changes to the instructional delivery.

Special Education

During In-Person Instruction, service providers follow the District's health and safety protocols in the Special Education environment while implementing each student's Individualized Education Plan (IEP). If the District is required to transition to hybrid or full remote learning, case managers will schedule a parent/teacher conference to discuss the contents of the IEP and create an individualized continuity of learning plan for students in a hybrid or remote environment. When working with students through alternative delivery models, the District will make a good faith effort within available capabilities to determine how a Free Appropriate Public Education (FAPE) will be provided by considering the following:

- Appropriate resources
- Equal access to learning and required materials
- Ability to provide the services and supports in the IEP
- Parents/guardians, students, and staff training
- Communication processes
- Related Services
- Instructional Assistants
- Assistive Technology

Gifted Programming

The NA GOAL program provides enrichment and a broad spectrum of educational opportunities while encouraging individual learners to develop personal responsibility, task commitment, self-discipline, independent learning skills, respectful conduct, and social/emotional balance. Online and project-based enrichment and educational opportunities are made available to students through the GOAL program during all phases of In-Person Instruction, including hybrid and full remote learning.

Guidance on In-Person Instruction

The District and North Allegheny School Board of Directors makes decisions regarding instructional delivery options as we monitor the spread of COVID-19 within the District and community. The Superintendent may decide to move to hybrid instruction or full remote instruction for emergency reasons, such as (but not limited to):

North Allegheny Superintendent Designation
- Community spread of the illness in classrooms, individual school buildings, and across the District   - Lack of Bus Drivers to cover necessary runs to get students to and from school for the day   - The number of teachers absent leading to the inability to cover classrooms in a manner that ensures the safety and welfare of students   - Inability to provide food to students during the school day due to absences of METZ employees   - Lack of custodial staff to be able to clean buildings nightly   - Lack of coverage in Health Clinics due to nurse/support nurse absence

NA Cyber Academy K-12

We understand that some families may have concerns about being in the school building for a variety of reasons. The North Allegheny School District is committed to all students having access to a quality education. We are excited to offer our NA Cyber Academy - a stand-alone K-12 online school within the North Allegheny School District taught by NA teachers.

NA Cyber Academy students remain enrolled in the District and have access to District athletics, extra-curricular activities, and after-school functions that are available throughout the school year following the guidance of District, local, and commonwealth officials. This program also allows seniors to graduate with a diploma from the North Allegheny School District.

- The NA Cyber Academy is available for any student with the commitment to continue fFull-time oOnline iInstruction for at least an entire quarter.
- The coursework will be customized to align with NA's In-Person Instruction, allowing easier transitions back to the in-school environment.
- At the end of each quarter, parents/guardians can choose to enroll in In-Person Instruction. Additionally, those students receiving In-Person Instruction can enroll in NA Cyber Academy at the end of each quarter.
- The NA Cyber Academy functions as the 13th school within the District and provides the following:
    - NA teachers will provide instruction for NA Cyber Academy.
    - NA Cyber Academy will not be affected by a change in instructional delivery options based on additional guidance from the Centers for Disease Control and Prevention, North Allegheny Health Services Department, North Allegheny School Physician, Allegheny County Department of Health, and the Pennsylvania Department of Education.

NA Cyber Academy Curriculum

- NA teachers provide online instruction leveraging curriculum from Edgenuity, a leading provider of K–12 online curriculum, as well as NA curriculum resources to create a blended learning solution. With courses available for core curriculum and solutions for intervention, Edgenuity will help us support our students no matter what needs they have. Instruction includes both synchronous and asynchronous learning. Families who select this option have the ability to return to a physical school building at the end of each quarter. Families who do not select this option at the start of school can select this option at the end of each quarter.
- Edgenuity has been approved by the NCAA Clearinghouse as credits reflected on a high school transcript.
- NA's add/drop process defined in the Program Studies will apply for NA Cyber Academy.
- For high school courses:
  - Final grades for any high school credit courses are entered in the building transcript with the school listed as "NA Cyber Academy". The grade WILL be calculated in the GPA.

NA Cyber Academy Instruction Schedules

- Lessons are conducted both synchronously and asynchronously with an expectation that live instruction and contact with students occurs 4-5 days a week.
- Opportunities for interaction with peers may include group projections, discussions, discussion boards, and scheduled community time to connect as NA Cyber Academy learners.
- Instruction schedules for NA Cyber Academy courses can be found here.
- The NA Cyber Academy List of Courses can be found here.

English Language Learners

Students who qualify for English Language instruction are able to access curriculum through Edgenuity's partner, Middlebury Interactive Languages. This standards-based blended learning curriculum focuses on the fundamentals of academic English and literacy development for students. The NA ESL teachers use both the NA ESL curriculum and Middlebury Interactive program to provide instruction for ELLs.

Student Services

Students participating in NA Cyber Academy have access to the NA Student Services Team. The Student Services team is a coordinated group of professionals providing specialized services such as psychological, school counseling, health/wellness, student assistance, and social work to students within the North Allegheny School District.

504 Plans

The NA Cyber Academy School Guidance Department ensures student support through Section 504 of the Rehabilitation Act of 1973. This act was established to provide accommodations for students who have been determined to have a disability which substantially limits a major life activity.

Special Education

Our NA Cyber Academy special education program includes support and services for students who have educational disabilities. Qualified NA staff deliver specially designed instruction to meet the individual needs of students through an Individual Education Program (IEP). Students with disabilities are provided with the strategies, tools, instruction, and services that allow them to maximize their learning. After enrolling in the NA Cyber Academy, an IEP meeting will be scheduled to review the students' needs arising from the transition into the Cyber Academy.
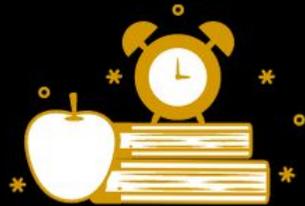
Gifted Programming

The gifted education program in the NA Cyber Academy provides enrichment and a broad spectrum of educational opportunities while encouraging individual learners to develop personal responsibility, task commitment, self-discipline, independent learning skills, respectful conduct, and social/emotional balance. Enrichment and educational opportunities are made available to students through NA GOAL teachers.

Grading for Full-Time In-Person Instruction, Hybrid Instruction, Full Remote Instruction, and NA Cyber Academy

Grading is set up on a quarterly basis in our Student Information System (Tyler SIS Student 360) as follows:

Elementary:

1. *Formative assignments* are used to guide instruction and determine if students are understanding concepts taught. Teachers use the formative assignments and assessments to determine if concepts need to be retaught or if students already know the material. Formative assignments can be redone to increase learning opportunities.
   a. Account for 40% of the grade and may include:
      i. Classwork, Homework, Exit Tickets, Student Engagement, etc.
2. *Summative assessments* are used to determine mastery of learning at the end of a unit, quarter, or semester.
   a. Account for 60% of the grade and may include:
      i. Writing Assignments, Projects, Assessments, Quizzes, etc.

*Extra credit is limited across every grade level.

Secondary:

1. *Formative assignments/assessments* are used to guide instruction and determine if students are understanding concepts taught. Teachers can use the formative assignments and assessments to determine if concepts need to be retaught or if students already know the material. Formative assignments can be redone to increase learning opportunities.
   a. Account for 30% of the grade and may include:
      i. Classwork, Homework, Exit Tickets, Student Engagement
2. *Summative assessments* are used to determine mastery of learning at the end of a unit, quarter, or semester.
   a. Account for 70% of the grade and may include:
      i. Writing Assignments, Projects, Assessments, Quizzes

*Extra credit is limited across every grade level.

The North Allegheny School District submitted a Health & Safety Plan to the NA School Board of Directors on July 22, 2020, which was approved on July 29, 2020 and submitted to the Pennsylvania Department of Education. The plan was revised on September 23, 2020. A full copy of the plan can be found on our website.

Below are the key health and safety updates that students, parents/guardians, and staff should know.

Getting Ready For School Safely

- Before students come to school, parents/guardians are responsible for monitoring students' symptoms. If students have a fever of 100 degrees or higher, a cough, shortness of breath, or loss of taste or smell, they must stay home.
- Transportation routes have been shortened and bus stops consolidated where feasible to limit the amount of time students spend on buses. Students should maintain social distancing at bus stops. Buses are to be loaded from the rear to the front to minimize students passing in the aisles. Student seating is based on the order of pickup. All students are required to wear masks/face coverings while on the bus. Where possible, the seat immediately behind the driver is left unoccupied, and another front seat is reserved for students who cannot wear masks due to a documented medical, mental health condition, or disability.

COVID-19

WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL?

*Please keep your child home if they show
any of the following symptoms*

☐ **Active vomiting or diarrhea.**

☐ **Fever (100° or higher), chills, or general body aches.**

☐ **Has shown any COVID-19 symptoms**
including fever, cough, shortness of breath, chills, muscle pain, repeated shaking with chills, achiness, sore throat, and a new loss of taste or smell.

☐ **Other symptoms of possible concern**
including rash, conjunctivitis (red eyes),
swelling of the palms and soles of the feet or skin peeling in those areas,
lymph node enlargement (swollen glands), and sharp abdominal pains.

COVID-19

WHEN CAN MY CHILD RETURN TO SCHOOL AFTER ILLNESS?

☐ **24 hours since last episode of active vomiting or diarrhea.**

☐ **24 hours being fever free without the use of fever-reducing medication** (fevers of 100° or higher).

☐ **24 hours after starting antibiotics for bacterial causes.**

☐ **Doctor's note of clearance** for various student specific medical conditions.

☐ **For a known exposure to COVID-19, contact your school nurse**.

☐ If your child has been home because they have been sick, **they must see the school nurse for a temperature check before returning to school.**

Student's Health and Safety At School

Each school has created a comprehensive plan for how they are implementing the District Health & Safety Plan. These plans have been reviewed and approved by the Pandemic Crisis Response Team to ensure proper implementation. These plans were communicated to families in each building's Back to School Newsletter in early September.

Face Coverings

- Students and staff are required to wear masks/face coverings at all times, including on the school bus. In the event a face covering needs to be replaced at school, each school has face masks available to ensure compliance with this requirement.
- If a student or staff member has a documented medical condition, mental health condition, or disability in accordance with Section 504 of the Rehabilitation Act or IDEA that precludes them from using a face covering, exceptions will be made.
- Staff members who have concerns with the face coverings requirement should contact the Human Resources Department to discuss potential alternatives and resources which may be available to them.
- Documentation of such conditions from families and staff will be requested.

Arrival and Dismissal Procedures

- Each school will have a staggered release of students from and to cars and buses. More than one entrance and exit from the schools will be utilized where possible to decrease large groups of students entering/exiting the school building.
- Information regarding late arrivals, item drop off, and early dismissals was communicated in each building's Back to School Newsletter in early September.

Hygiene and Social Distancing

- Students and staff are often encouraged and reminded to follow good hygiene practices, including frequent hand washing and/or hand sanitizing.
- Students and staff are encouraged to distance as much as possible in hallways and stairways.
  - At the elementary level, students will remain in homeroom cohorts for instruction with minimal movement with the exception of the delivery of certain special services classes such as interventions, ESL, gifted instruction, and special education. Students will also be encouraged to practice social distancing while in the classroom, hallways, and elsewhere during the day.
  - At the middle schools, classes are switched by teams, which will limit the number of students changing classrooms at any specific time.
  - At the high schools, students are encouraged to practice social distancing while in hallways.
  - Modified locker visits/usage are scheduled to adhere to social distancing guidelines.
  - Students are provided with locations at each school to store their athletic and instrumental materials.
  - Staff have been asked to avoid congregating in communal spaces such as copy rooms and teachers lounges during breaks or planning time.

Classroom Arrangements

Desks are turned to face in the same direction, to the maximum extent feasible. If desks or workstations cannot be moved, students have been spaced as far apart as practical and where feasible and will sit on only one side of a table.

Food Service

Cafeterias are being utilized for food service and consumption. Additional spaces such as auditoriums, gymnasiums, multi-purpose rooms, and possibly classrooms are being utilized where feasible to reduce student density during lunch periods. Students are encouraged to wash their hands before and after lunch periods and to wear masks/face coverings when not eating or drinking. Meal menus have been revised and limited to support "grab-and-go" style meals and limit a-la-carte and individual serving selections.

Physical Education, Music, and Related Arts

The District has worked with the department chairs on outlining courses that follow the Health & Safety Plan guidance for each grade level as it relates to these content areas. Plans for each department may differ depending on school building and grade level.

Library/Classroom Libraries

Library circulation will continue during this time utilizing enhanced safety measures. Once returned, books will be held for seven days before reentering circulation.

Sports and Activities

The Return to Athletics/Activities plan can be found on the [North Allegheny Athletics website](#).

Special Education

The Department of Special Education has reviewed all elements of the Health & Safety Plan in order to apply it to all of our Special Education Programs. Consideration has been given to characteristics of each Disability Category that receives support in these programs and how health/safety measures may be implemented.

Recess

Weather permitting, outdoor recess is held. Students will have access to permanent playsets if on campus. Contactless activities are encouraged. Masks are not required outdoors as long as students can maintain social distance. On days when indoor recess is necessary, students stay in their homeroom to engage in activities that are contactless. Masks are required for indoor recess. Students follow hygiene protocols following recess.

Large Assemblies and School Activities

- Gatherings, events, and extracurricular activities have been limited to maintain social distancing.
- There will be no field trips in the first semester. This will be reassessed for the second semester.
- There will be no winter concerts. This will be reassessed for the second semester.
- Clubs and activities will follow the Return to Sports/Activities plan and/or consider meeting virtually when possible.

School Volunteers/Visitors

- Volunteers are strictly limited and require approval from the Assistant Superintendent.
- Volunteers/Visitors are required to:
  - Wear masks/face coverings at all times. In the event someone arrives without a face covering, each school has face masks available to ensure compliance with this requirement. If a visitor is unable to wear a mask, the school will make other arrangements for the visit.
  - Visitors will be screened by the school nurse upon arrival.

Our Commitment to Keeping Schools Clean

- Equipment has been purchased to support the cleaning and disinfecting of each building every night utilizing electrostatic sprayers and appropriate disinfecting solutions. Custodial staff conduct frequent cleaning of high traffic areas throughout the school day.
- Kindergarten classrooms are disinfected after each session.
- HVAC systems remain in "occupied" status 24/7 to support increased air circulation and filtration. Enhanced air filters (MERV-13) have been installed in air handlers as they become available to further improve indoor air quality.
- Portable HEPA air filters have been purchased to use in areas such as nurse's offices that may have limited outside air circulation. Units are also used in some large group spaces, such as cafeterias.
- Where feasible and safe, classroom and office windows are opened in order to increase outside air supply into the buildings. Building HVAC systems have been adjusted to operate with increased outside air circulation.
- Additional disinfecting wipes have been made available for staff to wipe down classroom surfaces or supplies.
- Traditional water fountains have been replaced by touchless bottle filling stations across all buildings. Where traditional water fountains remain, they have been disabled or subject to additional cleaning throughout the day. Students are able to carry water bottles in all schools.
- School buses are cleaned regularly and disinfected daily. When feasible, windows are open to increase air circulation.

Monitoring Student and Staff Health

- If a student or staff member presents any of the described symptoms of COVID-19 to the Health Office during work or school, they will be isolated in an identified area located in the Health Office.
- Upon exposure to someone who tests positive for COVID-19, the student/employee should stay at home and contact their School Nurse before returning to school. Further information on self-assessment can be found through the Centers for Disease Control and Prevention, PA Department of Health, or Allegheny County Health Department.
- If a student or staff member is diagnosed with COVID-19, with or without a positive test and/or symptoms, the District will follow applicable health department protocol and guidance on contact tracing, quarantine, and/or isolation while respecting the confidentiality of those involved.
- If your student or someone in your student's household is being tested for COVID-19, immediately notify your building nurse.
- If a student or staff member develops COVID-like symptoms, they will be asked to follow-up with their PCP and may be asked to remain home in isolation for up to 10 days, depending on circumstances.
- Students/staff members who are displaying symptoms of COVID-19 but are not diagnosed may return to work or school 24 hours since the last episode of active vomiting or diarrhea, 24 hours fever-free without the use of fever-reducing medication, 24 hours on antibiotics for a variety of bacterial causes, or a doctor's note of clearance for various medical conditions.

Quarantining

Knowing that people connected to the District have tested positive for COVID-19, we are taking a conservative approach to quarantining individuals to slow the spread of the virus. While our approach may be more strict than county, commonwealth, or national guidelines, we are taking every precaution to ensure that our students stay in school and participate in arts, athletics, and activities.

- Quarantining individuals from a bus, classroom, activity, or athletics team is a strategy that the District may use to:
  - Help slow the spread of COVID-19 within the District.
  - Keep our buildings open for full five-day In-Person Instruction.
  - Keep our students, staff, and members of the community healthy and safe.

When the District is made aware of a confirmed positive case of COVID-19, self reported or from the county, the District will:

1. Identify students, staff, and other individuals who have been on the same bus, in the same classroom, in an activity, or on an athletics team with the positive person.
2. Refer to guidance and recommendations from the ACHD on assessing these individuals' exposure to the virus.
3. Make a determination on which of these individuals will need to quarantine and for how long.

4. Communicate with staff and families via email sharing that they may have been in direct contact with a person who has tested positive for COVID-19.
   ○ The letter will contain action steps to be taken and any recommendations provided by the Allegheny County Health Department.

We need the entire school community's continued support to work together to help slow the spread of COVID-19 and to stay in school.

Social and Emotional Wellness

North Allegheny is committed to the social and emotional wellness of our students and staff. Below are ways in which the District is addressing these needs this school year:

- **Trauma-Informed Care** - During the fall of 2020, all staff members will begin training in Trauma Informed-Care. Trauma-Informed Care (TIC) is an approach in the human service field that assumes that an individual is more likely than not to have a history of trauma. Trauma-Informed Care recognizes the presence of trauma symptoms and acknowledges the role trauma may play in an individual's life, including service staff.
- **Student Assistance Program** - The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues that pose a barrier to a student's success.
- **School-Based Mental Health** - Through a partnership with Glade Run, students in grades 6-12 can be provided with outpatient mental health services both in the school setting and through teletherapy. This partnership works to effectively diminish barriers that historically have prohibited some families from accessing supportive mental health services.
- **School-Based Social and Emotional Wellness Committees** - Led by a School Counselor and supported by the District's Positive Behavior Support Specialists, each building is establishing a multidisciplinary committee to work on addressing student and staff social and emotional wellness as we continue to reopen and renew our school community.
- **Individual Student Supports** - Students at all levels may be afforded opportunities to address specific social and emotional concerns through individual school counseling sessions.
- **Consultative Support for School Staff** - Classroom teachers have access to consultative support from Social Workers and Positive Behavior Support Specialists' to handle student concerns.
- **Employee Assistance Program** - An Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems.

Attendance

- We understand that COVID-19 presents many challenges that may affect attendance. The District will work with each student and family individually to address attendance and instructional needs.
- Attendance guidelines for 2020 - 2021 can be found here.

When a student is required to quarantine by the District:

- The family of the student will receive a letter from the District to quarantine.
- The Health Services Department will notify the attendance secretary of the students transition to at-home learning during their time of quarantine.
- The nurse/attendance secretary will code the student's attendance to signify that the student will be learning from home.
- Students should log in daily using Blackboard Collaborate to participate in classes during quarantine.

Parents/guardians will notify their student's teachers and/or attendance secretary that they will be participating in instruction from home if a student is staying home because:

- They are displaying symptoms of COVID-19 and they have not received a letter from the District asking them to quarantine.
- A student has a sibling who has been asked to quarantine by the District and the family would like to keep their other student(s) at home.
- As a family member that has tested positive for COVID-19 and have been instructed to quarantine by a medical professional.
- A family travels outside the area and chooses to quarantine upon return to North Allegheny based upon recommendations from the Pennsylvania Department of Health.

Families should follow these instructions for submitting an attendance note for the reasons mentioned in the slide before:

- On the days when a student is scheduled for In-Person Instruction at the school building, **students who chose to participate** in instruction virtually will submit a note detailing the reason for the in-person absence through Tyler SIS. This information will be used to code your child as present, but virtual for this school day.
- On the days when a student is scheduled for In-Person Instruction at the school building, **students who chose to not participate** in instruction virtually at-home should submit an absence excuse through Tyler SIS for the in-person absence. This information will be used to code your child as an excused absence for this school day.
- On the days when a student is scheduled for at-home instruction, **students who chose to not participate** in instruction virtually should submit an absence excuse through Tyler SIS to the school for the at-home absence. This information will be used to code your child as an excused absence for this school day.

Elementary and Secondary Electronic Absence Notes

- This school year, North Allegheny School District will be accepting student absence excuses electronically through the Tyler SIS Parent Portal.
- Student excuses will be submitted through an "E-Form," creating a touchless submission option for parents/guardians. This will reduce the amount of paper transmissions between parents/guardians, students, and our staff. Please review the directions to submit an electronic student excuse below. Parents/guardians were directed to contact their student's building secretary with any questions.

Communication Protocol

North Allegheny School District recognizes that information and safety recommendations are rapidly changing. The District continues to develop ongoing communications to provide staff and parents/guardians with timely information on the District's preparation for, the incidence of, and response to COVID-19. We will continue to work with the North Allegheny Health Services Department and the Allegheny County Health Department on specific communications on a case-by-case basis.

Ongoing COVID-19 Communication

To provide transparency to our community, the District updates the COVID-19 page on the North Allegheny School District website daily with new confirmed cases. The cases are listed by building in a table format.

The District notifies parents/guardians via email when their student has been in a **classroom, bus, sports team, or activity** with a student or staff member who has tested positive for COVID-19 or attends a **school** in which someone has tested positive for COVID-19. There are two types of communication that occur:

- **When a student or staff member is present in a classroom, bus, sports team, or activity where an individual tests positive for COVID-19:**
  - Staff and parents/guardians receive written communication via email sharing that they may have been in direct contact with a person who has tested positive for COVID-19.
  - The letter contains action steps to be taken and any recommendations provided by the Allegheny County Health Department.
  - If there are multiple cases in one day, the District will send one email per day to staff, parents/guardians, etc. with cases grouped together.

- **When a student or staff member in a District school tests positive for COVID-19:**
  - Staff and parents/guardians receive written communication via email notifying them that a person in the school has tested positive for COVID-19.
  - The letter contains necessary action steps to be taken and any recommendations provided by the Allegheny County Health Department.
  - If there are multiple cases in one day, the District will send one email per day to staff, parents/guardians, etc. with cases grouped together.

Privacy

It is our commitment to provide our community with factual, transparent, and critical information in a timely manner while respecting the privacy of our students and staff. If a colleague, friend, family member, client, student, or anyone else informs you of a COVID-19 diagnosis, please keep it confidential.