



**North Hills School District  
Continuity of Education Plan  
March 16 – May 29, 2020**

|                        |   |
|------------------------|---|
| <b>School District</b> | North Hills School District   |
| <b>Superintendent</b>  | Dr. Patrick Mannarino   |
| <b>Address</b>         | 135 6th Avenue, Pittsburgh, PA 15229                                      |
| <b>Email/Phone</b>     | <a href="mailto:mannarinop@nhsd.net">mannarinop@nhsd.net</a> 412-318-1004 |
| <b>Website</b>         | www.nhsd.net  |

**Goal of Plan**

To continue to educate the students of the North Hills School District virtually through the last scheduled day of the 2019-20 school year.

**Overview of Plan**

All lessons and assignments will originate in Google Classroom. Students will be invited to join their teacher's Google Classroom and students will have a classroom for each teacher. This includes special area teachers, GATE, and reading, math and special education teachers. Students will log into the Google Classroom using their NHSD Google account. In addition to Google Classroom, teachers will utilize the following:

- **Zoom.** Zoom is a cloud-based service that offers meetings and webinars, and provides content sharing and video conferencing capability. Zoom works on an iPad, laptop or desktop. Teachers are not required to use Zoom but many will use the resource to hold live instruction, webinars and meet-ups, or post pre-recorded lessons.
- **Freckle.** Freckle is an online tool for elementary-aged students that offers differentiated learning in reading, math, science and social studies. Students take a brief assessment on Freckle that allows them to participate in a learning path designed specifically for the learning level. All K-4 teachers will assign practice for students in Freckle to replace small group guided instruction that typically occurs in the classroom.
- **ClassLink.** ClassLink is a single sign-on portal giving students access to resources and programs they have already been using in school including ABCya!, First in Math and Keyboarding Without Tears. Students sign in to ClassLink using their NHSD network username and password.

**Expectations for Teaching and Learning**

- The curriculum is still the roadmap for teaching and learning; however, the focus is on the *most essential* elements of the curriculum.
- The focus of our virtual instruction should be on the learning, not the grading.
- Teachers may shorten, revise, or exempt non-essential elements of the lesson/unit.
- Teachers should aim to strike a balance between a typical lesson in a traditional classroom and virtual learning that is occurring in many homes across the district with varying levels of support and technology.
- Teachers may use any of the apps from our district-approved list to support their instruction.

### **Assessment For Student Learning**

- North Hills School District will rely on assessment for learning as part of our continuity of education plan.
- This type of assessment will provide students with the ability to seek out and gain new skills, new knowledge, and new understanding according to their own needs and learning goals.
- This will be accomplished by using assessments that focus more on students' thought processes and understanding than the accuracy of their response or the acquisition of points.
- This approach will help to develop strategy for students to display a clear understanding of content and curriculum.

### **Grading**

As we have transitioned from traditional learning to virtual learning, student challenges have now grown to include: parents working from home, employment concerns, illness, student readiness levels for managing their work, learning new tools and structures for virtual learning, and so on. As a result of the global pandemic, we cannot look at assessing student learning through a traditional lens.

As a result, the District will suspend Board Policy 213: Grading for the remainder of the 2019 -2020 school year. The grading system for this plan shall be:

- We will employ a pass/fail grading system K- 12.
- K - 8 will use Pass/Fail (P/F) in lieu of second semester grades and percentages.
- K - 8 will not record final grades or percentages on report cards
- 9-12 Pass/Fail system will be structured to prepare student official transcripts.
  - The high school will split the second semester into a third quarter (January 13 - March 13) and fourth quarter (March 16 - May 29).
  - Additionally, by using the steps below, a final course grade will be calculated and placed on the student's official transcript.

#### **High School Pass/Fail Calculation System For Final Grades and Official Transcripts**

For full year courses:

1. A student's first semester grade will remain as earned and reported at the end of the first semester.
2. The second semester will be divided into two separate grading periods:
  - a. Quarter 3- a percentage earned on coursework completed from January 13, 2020 through March 13, 2020 will be established.
  - b. Quarter 4- a percentage earned will be established based on a pass or fail grade, dependent on the third quarter percentage.
3. A "pass" or "fail" will be recorded based on the teacher's evaluation of a student's effort, work completion, and growth on the key curricular concepts taught throughout quarter 4.

4. A pass/fail percentage will be recorded for quarter 4 according to the sliding scale below. This scale considers the work completed thus far during the second semester and gives students the benefit of doubt due to our current circumstances.

| Q3 Earned Percentage | If Pass, Percentage in Q4 | If Fail, Percentage in Q4 |
|----------------------|---------------------------|---------------------------|
| 100 – 93             | 100                       | 55                        |
| 92 – 90              | 99                        | 55                        |
| 89 – 87              | 98                        | 55                        |
| 86 – 83              | 97                        | 55                        |
| 82 – 80              | 96                        | 55                        |
| 79 – 77              | 95                        | 55                        |
| 76 – 73              | 94                        | 55                        |
| 72 – 70              | 92                        | 55                        |
| 69 – 65              | 85                        | 55                        |
| 64 – 60              | 80                        | 55                        |
| 59-0                 | 75                        | 55                        |

5. Final exams will not be administered, unless required by CHS articulation agreements, and will not carry the 10% weight currently established by the district grading policy. Teachers may continue cumulative project-based assessments or research assignments, which will be considered in the “pass” or “fail” determination for quarter 4.
6. A student’s overall course percentage will be determined by the following values. A corresponding letter grade will appear on a student’s transcript based on the currently established grading scale:
- Semester 1 Percentage = 50% of the overall grade
  - Quarter 3 Percentage = 25% of the overall grade
  - Quarter 4 Percentage = 25% of the overall grade

For Semester 2 courses:

1. Bullets 2-5 above will apply.
2. A student’s overall course percentage will be determined by the following values. A corresponding letter grade will appear on a student’s transcript based on the currently established grading scale:
  - Quarter 3 Percentage = 50% of the overall grade
  - Quarter 4 Percentage = 50% of the overall grade

Sample student examples for a full year course.

Sample Student Grade Calculations

|                  | Student 1    |              | Student 2    |              | Student 3    |              | Student 4    |              | Student 5    |              |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Grading Period   | Earned Grade | Earned Value | Earned Grade | Earned Value | Earned Grade | Earned Value | Earned Grade | Earned Value | Earned Grade | Earned Value |
| Semester 1 (50%) | A-           | 91           | B            | 85           | B            | 83           | D            | 68           | C            | 73           |
| Quarter 3 (25%)  | B+           | 89           | A-           | 91           | C+           | 77           | C            | 73           | C            | 73           |
| Quarter 4 (25%)  | Pass         | 98           | Pass         | 99           | Pass         | 95           | Pass         | 94           | Fail         | 55           |
| Final Grade      | A-           | 92           | A-           | 90           | B            | 85           | C            | 76           | D            | 69           |

**Access (Devices, Platforms, Handouts)**

We will be using Google Classroom to deliver our virtual instruction. North Hills School District is 1:1 in grades 5-11. District devices have been made available to students in grades K-4 and 12 who need a device to participate virtual instruction. We held a district-wide device distribution day and continue to make arrangements for families who need a device.

Additionally, we provided information from Comcast regarding free Wi-Fi for households who may not have home internet.

All students K-12 have Google accounts and are assigned to Google Classrooms for normal educational operations in the district, communication with teachers, and sharing resources and documents. Google Classroom is an integral part of the district's K-8 Computer Science curriculum and in the collaboration between teacher and students grades 5-12 so this is not a new format to our students or teachers.

**Staff General Expectations**

- Teachers should plan virtual lessons that are sensitive to the needs of their students and families while attempting to deliver the essential components of the curriculum.
- Two online professional development courses have been created in Google Classroom to provide guidance and resources that teachers may use in their virtual teaching.
- Teachers must seek administrative approval to use apps/websites that have not been previously approved.
- Teachers are expected to respond to communication from students/parents in a timely manner
- If student is "absent" or not participating, the information will be sent to the school counselor and principal so a parent conference can be scheduled if necessary.

**Student Expectations**

As detailed in the plan overview, students will log into Google Classroom using their NHSD Google account for daily instructional activities. Students must register their attendance daily just as they did during our Flexible Instructional Days. Every student has an NHSD Google account and students will join a Google Classroom for each of their teachers including all subject and special areas, reading and math support, gifted and special education.

### **Attendance/Accountability**

We are using the procedure we established for our state-approved Flexible Instructional Day program whereas students complete an attendance form to confirm participation on each virtual instruction day. The form is available on the NHSD website daily. From there, students can proceed to Google Classroom to participate in lessons and assignments. Data from the attendance form is downloaded into our student information system daily. This procedure was in place prior to this continuity of instruction plan and we used it for all five Flexible Instructional Days, so our students and staff understand the procedure.

### **Good Faith Efforts for Access and Equity for All Students**

North Hills School District is 1:1 in grades 5-11. Families in grades K-4 and 12 who need a device have been given multiple opportunities to request to borrow one and the request form remains active. We held a district-wide device pick up and continue to arrange for families to pick up a device if they still need one.

Additionally, we provided information from Comcast regarding free Wi-Fi for households who may not have home internet.

### **Special Education Supports**

K-6 Special Education – Elementary and Middle School Special Programs:

- Teachers will utilize Freckle
- Teachers will focus on the student's Individualized Learning Plans, working on goals with included activities through Freckle and or other resources as the teacher finds appropriate
- The teachers will utilize Google Classroom and Zoom to teach lessons prerecorded or live
- Teachers will create a schedule for the direct instruction of students so that students have equal access to the learning for each subject
- Teachers will create an office hours schedule and communicate those with the families so students and parents have continued access to their IEP teacher for support

7-12 Learning Support Teachers and High School Life Skills

- Students are assigned to their content area teacher's Google Classroom and Special Education Teachers will utilize Google Classroom and Zoom to collaborate with their co-teacher and content teacher.
- Teachers will focus on the student's Individualized Learning Plans, working on goals with included activities to monitor student IEP goals.
- Teachers will create a schedule utilizing Zoom or by phone to individually meet with students
- Teachers will create an office hours schedule and communicate those with the families so students and parents have continued access to their IEP teacher for support

Related Services (Speech, Counseling, OT/PT, Vision, Hearing)

- Teachers will utilize Zoom, Google Classroom and other platforms to provide therapy sessions in the same manner as they would in our traditional school format.
- Create a schedule with all families for their individualized session

### **EL Supports**

The instruction delivered by the K-12 ESL Program will continue while being delivered remotely. The ESL Program Specialists assigned to the students prior will continue providing English Language Development instruction to the students via the through Google Classroom and Zoom.

The curriculum used by the program is available digitally therefore students will be able to continue their progress through the content and standards as they would have in the traditional school setting and online assessments will allow the teachers to track the students' progress.

The ESL teachers are available for ongoing support to both the students and their families and will collaborate with the students' classroom and content area teachers to assure that the students are able to successfully transition to remote instruction in all of their subject areas. Supports for translation and interpretation will be used where necessary and appropriate for both students and families.

### **Gifted Education**

Gifted Education teachers will continue to meet the needs of our students through various activities and teacher collaboration. Teachers should also do the following:

- Coordinate with the GIEP team as you would if we were in session to schedule a Zoom GIEP meeting.
- Provide Enrichment Activities and Collaborate with regular education teachers to ensure students are receiving appropriate services.
- Hold Zoom class meetings or utilize other platforms to "meet" with students as needed.
- Communicate with families how services will be delivered.

### **Communication Tools and Strategies**

We will continue to utilize a variety of platforms to ensure our students, families, staff and community members are informed as our COVID-19 closure continues and we move to a daily virtual learning environment. We've built out several extensive public-facing sections on our website pertaining to our [COVID-19 closure](#) and [virtual instruction](#). Both sections include resources for our families and are updated frequently and as new information is released.

The [virtual instruction section](#) includes complete information and instructions for students and families, video tutorials, FAQs and resources. We've pushed our plan and links to these website sections to our students and families using the following and will continue to do so:

- Our district email marketing system with 10,000 contacts
- Our district website and mobile app
- Our district social media accounts including Facebook, Twitter, Instagram and LinkedIn

At the classroom level, teachers have been in contact with their students and will continue to be through their normal mode of communication, i.e. Remind, Class Dojo, Google Classroom messages, email. The addition of Zoom meetings will only enhance the teacher/student interaction. Students and parents can correspond with teachers and ask questions through these methods as well.

Internally, administrators and principals send daily communications to teachers and staff members. Google Classrooms have been developed for teachers to share resources pertaining to virtual instruction.

### Building/Grade Level Contacts

Elementary Education Grades K-6: Mrs. Amy Mathieu, [mathieua@nhsd.net](mailto:mathieua@nhsd.net)  
Secondary Education Grades 7-12: Dr. Beth Williams, [williamsb@nhsd.net](mailto:williamsb@nhsd.net)  
Pupil Services K-12: Dr. Nicole Bezila, [bezilan@nhsd.net](mailto:bezilan@nhsd.net)

### Resource Links

#### **Resources for Students/Families**

- [COVID-19](#) – Overview and information pertaining to closure
- [COVID-19 Resources](#)
- [Virtual Instruction](#) – Overview and instructions for students and families
- [Virtual Instruction FAQs](#)
- [Virtual Instruction Video Tutorials](#)

#### **Resources for Teachers and Staff**

- [A Guide to Google Classroom](#)
- [Professional Resources for Virtual Teaching](#)
- [Stress Management for Teachers](#)
- [Registration Process During Closure](#)
- [FAQs for Staff - Transition to Virtual Teaching](#)
- [District Approved Apps and Evaluation Process](#)
- [Calendar Closure Info to Staff](#)



**North Hills School District  
Virtual Learning Calendar  
March 16 - May 29, 2020**

| <b>Date</b>         | <b>Activity</b>                           | <b>Description</b>  |
|---------------------|---|---|
| Monday, March 16    | Closed                                    | Closed  |
| Tuesday, March 17   | Closed                                    | Make up day April 8   |
| Wednesday, March 18 | FID 2                                     | Elementary Cycle Day 4  |
| Thursday, March 19  | Closed                                    | Make up day April 9   |
| Friday, March 20    | FID 3                                     | Elementary Cycle Day 5  |
| Monday, March 23    | Closed                                    | Make up day April 14  |
| Tuesday, March 24   | FID 4                                     | Elementary Cycle Day 6  |
| Wednesday, March 25 | Closed                                    | Make up day April 28 (Students were scheduled off due to Primary Elections) |
| Thursday, March 26  | FID 5                                     | Elementary Cycle Day 1  |
| Friday, March 27    | Closed                                    | Make up Day May 29 (Original Last day of school was May 28)                 |
| Monday, March 30    | ACT 80 PD Day –<br>No School for Students | Virtual meetings for staff on Zoom with principals                          |
| Tuesday, March 31   | ACT 80 PD Day –<br>No School for Students | Virtual meetings for staff on Zoom with principals                          |
| Wednesday, April 1  | Virtual Learning                          | Elementary Cycle Day 2  |
| Thursday, April 2   | Virtual Learning                          | Elementary Cycle Day 3  |
| Friday, April 3     | Virtual Learning                          | Elementary Cycle Day 4  |
| Monday, April 6     | Virtual Learning                          | Elementary Cycle Day 5  |
| Tuesday, April 7    | Virtual Learning                          | Elementary Cycle Day 6  |
| Wednesday, April 8  | Virtual Learning                          | Elementary Cycle Day 1  |



|                     |                       |                        |
|---------------------|-----------------------|------------------------|
| Thursday, April 9   | Virtual Learning      | Elementary Cycle Day 2 |
| Friday, April 10    | NO SCHOOL             | Good Friday            |
| Monday, April 13    | NO SCHOOL             | Monday after Easter    |
| Tuesday, April 14   | Virtual Learning      | Elementary Cycle Day 3 |
| Wednesday, April 15 | Virtual Learning      | Elementary Cycle Day 4 |
| Thursday, April 16  | Virtual Learning      | Elementary Cycle Day 5 |
| Friday, April 17    | Virtual Learning      | Elementary Cycle Day 6 |
| Monday, April 20    | Virtual Learning      | Elementary Cycle Day 1 |
| Tuesday, April 21   | Virtual Learning      | Elementary Cycle Day 2 |
| Wednesday, April 22 | Virtual Learning      | Elementary Cycle Day 3 |
| Thursday, April 23  | Virtual Learning      | Elementary Cycle Day 4 |
| Friday, April 24    | Independent Learning* | SEE BELOW              |
| Monday, April 27    | Virtual Learning      | Elementary Cycle Day 5 |
| Tuesday, April 28   | Virtual Learning      | Elementary Cycle Day 6 |
| Wednesday, April 29 | Virtual Learning      | Elementary Cycle Day 1 |
| Thursday, April 30  | Virtual Learning      | Elementary Cycle Day 2 |
| Friday, May 1       | Independent Learning* | SEE BELOW              |
| Monday, May 4       | Virtual Learning      | Elementary Cycle Day 3 |
| Tuesday, May 5      | Virtual Learning      | Elementary Cycle Day 4 |
| Wednesday, May 6    | Virtual Learning      | Elementary Cycle Day 5 |
| Thursday, May 7     | Virtual Learning      | Elementary Cycle Day 6 |
| Friday, May 8       | Independent Learning* | SEE BELOW              |
| Monday, May 11      | Virtual Learning      | Elementary Cycle Day 1 |
| Tuesday, May 12     | Virtual Learning      | Elementary Cycle Day 2 |
| Wednesday, May 13   | Virtual Learning      | Elementary Cycle Day 3 |
| Thursday, May 14    | Virtual Learning      | Elementary Cycle Day 4 |

|                   |   |                        |
|-------------------|---|------------------------|
| Friday, May 15    | Independent Learning*                         | SEE BELOW              |
| Monday, May 18    | Virtual Learning                              | Elementary Cycle Day 5 |
| Tuesday, May 19   | Virtual Learning                              | Elementary Cycle Day 6 |
| Wednesday, May 20 | Virtual Learning                              | Elementary Cycle Day 1 |
| Thursday, May 21  | Virtual Learning                              | Elementary Cycle Day 2 |
| Friday, May 22    | Independent Learning*                         | SEE BELOW              |
| Monday, May 25    | NO SCHOOL                                     | Memorial Day           |
| Tuesday, May 26   | Virtual Learning                              | Elementary Cycle Day 3 |
| Wednesday, May 27 | Virtual Learning                              | Elementary Cycle Day 4 |
| Thursday, May 28  | Virtual Learning                              | Elementary Cycle Day 5 |
| Friday, May 29    | Independent Learning*<br>(LAST DAY OF SCHOOL) | SEE BELOW              |

\*Independent Learning Days will still be school days; however, please note the following guidelines below:

- NO new lessons or instruction should occur on this day.
- Independent Learning days are designed to allow students time to:
  - Catch up and submit assignments,
  - Complete project based learning activities
  - Contact teachers for additional assistance either via Gmail or if you choose, Zoom Office Hours
- Teachers may choose to provide optional fun activities/challenges for students to help address their socioemotional needs
- Teachers may choose to send their classes a message of support, encouragement, etc.

Independent Learning Days are an opportunity for students, parents and staff to catch their breath and recharge.