Flexible Instruction Day (FID) Expectations

Purpose of Flexible Instruction Days (FIDs)

A Flexible Instruction Day (FID) allows the school district to minimize the disruption to the learning process in cases when circumstances (e.g., a disease epidemic, a hazardous weather condition, a law enforcement emergency, the inoperability of school buses or other equipment necessary to the public school entity's operation, damage to a school building, or a temporary circumstance rendering any portion of a school building unfit or unsafe for use) prevent the delivery of instruction in its customary manner or location. By implementing a FID, teachers can design assignments and activities that allow for a continuation in the learning progression. Additionally, FIDs count toward the number of instructional days/hours required under Article 15 of the Public-School Code and Chapter 11 of the State Board of Education regulations. This means the school district does not have to extend the school year at the end of the school year to make up for snow days.

FID DAY NOTIFICATION

Expectations for Teachers, Students, Parents/Guardians

TEACHERS

1. **Preparation and Communication**:
    a. Post assignments on Canvas by 10:00 AM, including links to Teams meetings.
    b. Clearly communicate availability and preferred contact methods (e.g., Teams, email).
    c. Use prep periods as office hours for parent and student meetings, professional learning, and grade-level meetings.

2. **Instruction and Support**:
    a. Conduct live class sessions on Teams for each period.
    b. Track attendance by monitoring Teams logins; refer students with multiple missed sessions to grade-level counselors.
    c. Adapt assignments for students with IEPs or 504 Plans, working with case managers as needed.
3. **Grading and Feedback**:
    a. Update grades weekly in Skyward, with support from counselors as needed for students with extenuating circumstances.
    b. Provide feedback on assignments and communicate any attendance or work completion issues to the grade-level counselor.

STUDENTS

1. **Attendance and Participation**:
    a. Log into Canvas daily, attend each Teams class, and participate actively.
    b. Follow the modified FID schedule and use office hours if additional help is needed.
2. **Assignments and Deadlines**:
    a. Complete assignments by teacher-designated due dates.
    b. Students are expected to put forth their best efforts.
    c. Adhere to the student code of conduct and academic integrity policies.
3. **Technical and Access Issues**:
    a. Notify teachers if you encounter connectivity issues; teachers will provide alternatives as needed.

b. Contact the Technology Help Desk at 412-793-7000 x1450 for technical support.

PARENTS/GUARDIANS

1. **Supporting Student Attendance and Participation**:
    a. Ensure students log into each Teams session as scheduled. Submit an absence note if a student cannot attend.
    b. For students without internet access, call the school attendance line and request a pre-distributed packet as an alternative.
2. **Communication with School Staff**:
    a. Contact teachers during their office hours for assistance or concerns. Teachers' contact information is available in Canvas and on the district website.
    b. Reach out to the Technology Help Desk at 412-793-7000 x1450 for device-related issues.
3. **Resources for Students with IEPs or 504 Plans**:
    a. Ensure your student receives necessary modifications or support. Special education case managers will provide additional support and guidance as assigned and needed.
4. **Assignment Expectations**
    a. The expectations for students' assignments will vary based on the grade of the child and the course/s he or she is taking. Virtual assignments are being designed to ensure continuity of instruction but will not be a replication of the traditional school day. Instructional tasks will be designed based on the appropriate developmental learning needs of our students, and synchronous opportunities will also be provided. Any synchronous opportunities will be communicated via classroom teachers and/or the building principal.

FID SCHEDULE AND STRUCTURE

1. **Instructional Hours**:
    - **10:00 AM - 3:00 PM**: Synchronous instruction on Teams for each period.
    - **Lunch Break**: 12:00 PM - 1:00 PM for all students and staff.

2. **Class Schedule**:
    - Period 1: 10:00 - 10:30 AM
    - Period 2: 10:30 - 11:00 AM
    - Period 3: 11:00 - 11:30 AM
    - Period 4: 11:30 - 12:00 PM
    - Lunch: 12:00 - 1:00 PM
    - Period 5: 1:00 - 1:30 PM
    - Period 6: 1:30 - 2:00 PM
    - Period 7: 2:00 - 2:30 PM
    - Period 8: 2:30 - 3:00 PM
3. **Support Services**:
    - **Counselors**: Available from 10:00 AM - 3:00 PM via Teams or phone for support.
    - **School Nurses**: Reachable via email; responses within 30 minutes.
    - **Paraprofessionals**: Participate in Teams sessions to support students as needed and assigned by administration or teacher.
4. **Internet and Device Requirements**:
    - **Device Connection**: Ensure district devices are connected to home Wi-Fi.
    - **Insurance**: Families are STRONGLY encouraged to secure insurance for device protection.
5. **Attendance Requirements:**
    - Students are required to participate in each scheduled Teams session throughout the day.
    - If a student qualifies for an excused absence, guardians must submit a formal absence note.

For power or internet issues, please contact your child's school at the following numbers:

Penn Hills Elementary: 412-793-7000, extensions 7113, 7102, or 7103
Linton Middle School: 412-793-7000, extensions 6124, 6110, or 6111
Penn Hills High School: 412-793-7000, extensions 5284, 5207, 5208, or 5209

SUGGESTIONS IN SUPPORTING ONLINE LEARNING VIA MICROSOFT TEAMS

The following suggestions can help your student make the most of virtual meetings:

Prepare Your Technology:

- Test your microphone, camera, and internet connection before the meeting.
- Restart your computer before joining a meeting.
- Charge your device.
- Ensure necessary software (e.g., Microsoft Teams, System Updates) is installed and updated. Perform updates the night before while connected to power.
- Close any unnecessary browser tabs or apps to free up resources.

Choose a Quiet Location:

- Find a quiet space with minimal background noise.
- Let others know you're in a meeting to prevent interruptions.
- Use headphones to improve audio quality.

Join Early:

- Log in a few minutes before the meeting starts to troubleshoot any issues.

Camera Etiquette:

- Position your camera at eye level.
- Dress as if attending in person and ensure good lighting.
- Keep your camera on to ensure active participation, but if bandwidth is an issue, consult your teacher about turning it off.

Mute Yourself When Not Speaking:

- Avoid background noise by keeping your microphone muted when not speaking.

Engage Actively:

- Participate in discussions, ask questions, and use reactions (like thumbs up) to show engagement.

Use Chat Wisely:

- Use the chat for relevant questions or comments; avoid side conversations.
- Always be appropriate.

Stay Focused:

- Minimize distractions, silence notifications, and take notes.

KEY CONTACTS

District Contacts:

- Superintendent, Dr. John Mozzocio email jmozzo@phsd.org phone 412-793-7000 x 1282
- Superintendent Secretary, Colleen Szymansky email cszyma@phsd.org phone 412-793-7000 x 1244
- Asst. to the Superintendent for Teaching, Learning, & Assessment, Renel Williams email rwilli@phsd.org phone 412-793-7000 x 1251
- Teaching, Learning & Assessment Secretary, Terri DeBasi email tdebas@phsd.org phone 412-793-7000 x 1280
- Director of Special Education, Stephanie Biancaniello email sbianc@phsd.org phone 412-793-7000 x 1223
- Special Education Secretary, Lois Gess email lgess@phsd.org phone 412-793-7000 x 1221
- Director of Technology & Innovation, Dr. Matt Dado email mdado@phsd.org phone 412-793-7000 x 1245
- Systems Administrator, Sam Davidow, email sdavide@phsd.org phone 412-793-7000 x 1418
- Network Engineer, Russ Seibert, email rseibe@phsd.org phone 412-793-7000 x 1249
- Technology Secretary, Kammi Barbarino email kbarba@phsd.org phone 412-793-7000 x 1415
- Transportation Coordinator, Robert VanRyn email rvanry@phsd.org phone 412-793-7000 x 1219
- Director of Human Resources, Joveline Pettus email jpettu@phsd.org phone 412-793-7000 x 1260
- Human Resources Administrative Assistant, Dominique Ansani dansan@phsd.org phone 412-793-7000 x 1228
- Director of Pupil Services, Kristin Brown email kbrown@phsd.org phone 412-793-7000 x 1223
- Attendance Officer, Tamika Duck email tduck@phsd.org phone 412-793-7000 x 1224

School Contacts:

Penn Hills Elementary

- PHE Building Principal, Chris Cence email ccence@phsd.org phone 412-793-7000 x 7101
- PHE Associate Principal (4-5), Pat Gavin email pgavin@phsd.org phone 412-793-7000 x 7200
- PHE Associate Principal (2-3), Nick DiCarolis email ndicar@phsd.org phone 412-793-7000 x 7135
- PHE Associate Principal (K-1), Cyrene Bey email cbey@phsd.org phone 412-793-7000 x 7115
- PHE Home School Visitor, Ronay Austin, email rausti@phsd.org phone 412-793-7000 x 7133
- PHE School Counselors, Ann Dugan (4-5), email adugun@phsd.org phone 412-793-7000 x 7201, Loyal Jasper (2-3), email ljaspe@phsd.org phone 412-793-7000 x 7129, & Lisa Butler (K-1), email lbutle@phsd.org phone 412-793-7000 x 7132

Linton

- Linton Building Principal, Sandy Barker email sbarke@phsd.org phone 412-793-7000 x 6165
- Linton Associate Principal, Tricia Mayo tmayo@phsd.org phone 412-793-7000 x 6133
- Linton Associate Principal, Lucas McCall lmccal@phsd.k12.pa.us phone (412) 793-7000 x6189
- Linton Home School Visitor, Kyoko Henson, email khenson@phsd.org phone 412-793-7000 x 1218
- Linton School Counselors, James Gilson email jgilso@phsd.org phone 412-793-7000 x 6123 Maggie Watson email mwatso@phsd.org phone 412-793-7000 x 6122 & Amy Vincler email avincl@phsd.org phone 412-793-7000 x 6125
- Mary Wakefield School Counselor New Directions phone 412-793-7000 x 6121 email mwakef@phsd.org

Penn Hills High School

- PHHS Principal, Dr. Bernard Taylor btaylo@phsd.or phone 412-793-7000 x 5202
- PHHS Associate Principal, Melissa Mosco mmosco@phsd.org phone 412-793-7000 x 5229
- PHHS Associate Principal, Jacqueline Dorsett jdorse@phsd.org phone 412-793-7000 x 5203
- Transitional Services, Anthony Pipkin apipki@phsd.org phone 412-793-7000 X 5204
- PHHS Home School Visitor, Ashley Smith email ansmith@phsd.org phone 412-793-7000 x 5263
- PHHS School Counselors Charles Morris email cmorri@phsd.org phone 412-793-7000 x 5288 Scott Zemba email szemba@phsd.org phone 412-793-7000 x 5287 & Chris Darsie email cdarsi@phsd.org phone 412-793-7000 x 5286

- School Counselor New Directions @ HS Dr. Thomas Kilcrease email tkilcr@phsd.org phone 412-793-7000 x 5241

For more detailed support, refer to the Penn Hills School District website or Canvas announcements. This guide provides essential information to make Flexible Instruction Days effective for all students, teachers, and families.

Revised: 10/31/24