



SCHOOL DISTRICT OF THE BOROUGH OF BRENTWOOD

January 31, 2021

Dear Brentwood Families,

In October of 2020, the Department of Education approved the Brentwood Borough School District Flexible Instructional DAY (FID) application which will provide five (5) online instructional days for the 2020-2021 school year. FIDs may be used when **in-person learning** is scheduled, but due to inclement weather or extreme temperatures, prevents students from attending school in-person.

HOW WILL FAMILIES BE NOTIFIED OF A FLEXIBLE INSTRUCTIONAL DAY (FID)?

Families will be notified of a flexible instructional day in the same way the Brentwood Borough School District communicates information about cancellations. The notification by Skylert message or phone and email, Twitter, and local media will indicate that a flexible instructional day will be implemented.

WHAT WILL A FLEXIBLE INSTRUCTIONAL DAY LOOK LIKE?

On a flexible instructional day, students will not report to school. All students will receive assignments and learning activities for each subject that would have taken place during that regular school day, including all specials/ elective classes.

HOW WILL ATTENDANCE BE ADDRESSED ON A FLEXIBLE INSTRUCTIONAL DAY?

Students must log into their homeroom at the elementary level and their building level school counselor at the middle/high school level and answer a FID question on their CANVAS page by 9:30 a.m. A report will be sent to the attendance office after 9:30 a.m. and any student who has not logged in by 9:30 a.m. will receive an absence alert phone call. If FID attendance was not marked by 9:30 a.m., the family should send an excuse to the school office the following day.

FORGOTTEN DEVICES AND TECH ISSUES

Students who have left their devices at school can retrieve them by calling the school between 7:00 a.m. and 9:00 a.m. to arrange a pick-up on a flexible instruction day. If a student is unable to access technology during the school hours between approximately 8:30 a.m. and 3:00 p.m., the lessons and activities will be recorded and posted for use during hours outside of the traditional school day. If FID attendance was not entered by 9:30 a.m. then an excuse should be sent to the school's office the following day. Any student experiencing technology issues should contact the remote help desk for support. The remote help desk is available between 7:30 a.m. and 3:00 p.m. on instructional days. They can be reached at remote.support@bb-sd.com.

HOW WILL STUDENTS RECEIVE ASSIGNMENTS ON A FLEXIBLE INSTRUCTIONAL DAY?

Students in grades K-12 will receive their assignments and activities for a flexible instructional day through Canvas. All special education and related services (OT, PT, speech) will be provided through Canvas. All professional staff including general education, special education, health, and service providers will be available during school hours to answer questions and to address any concerns from students or their families. Please use either Canvas or district email addresses to contact staff.

Administrative Offices

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-2227
Fax: 412-881-1640

Brentwood High School

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-4940
Fax: 412-881-4170

Guidance Office

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-4940 x2131
Fax: 412-881-4170

Brentwood Middle School

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-4940
Fax: 412-881-4170

Special Education Office

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-4940 x2215
Fax: 412-881-7195

Elroy Elementary School

3129 Elroy Avenue
Pittsburgh, PA 15227-2824
Phone: 412-881-4484
Fax: 412-881-9448

Moore Elementary School

3809 Dalewood Street
Pittsburgh, PA 15227-3509
Phone: 412-881-7776
Fax: 412-881-8994

Athletic/Activity Director

3601 Brownsville Road
Pittsburgh, PA 15227-3117
Phone: 412-881-4940 x2720
Fax: 412-881-1640

WHEN ARE FLEXIBLE INSTRUCTIONAL DAY ASSIGNMENTS DUE?

Flexible instructional assignments are due by midnight of the FID. Students who are absent will have three (3) days after the FID to turn in the assignments.

Students who may need additional assistance completing an assignment are entitled to receive that help. Any student who does not submit the completed FID assignments within three (3) days will receive a zero.

WHAT FLEXIBLE INSTRUCTIONAL DAY ACCOMMODATIONS ARE AVAILABLE FOR A STUDENT WITH AN IEP?

Flexible instructional day lesson/activities will be adapted for students with an IEP. If a student has difficulty completing work assigned on the FID, parents can email the student's teacher for assistance as our staff will be available during school hours, staff will work with the student upon his/her return so that the student gets credit for the assigned lessons.

Related services such as speech/language, occupational therapy, physical therapy, etc. that typically take place on a day when a flexible instructional day occurs, will be conducted through Canvas as well.

HOW WILL HEALTH SERVICES BE ACCESSIBLE TO STUDENTS ON FLEXIBLE INSTRUCTION DAYS?

To ensure that health services are accessible to students, school nurses will be available to answer student and family health questions via email and telephone. If medication is needed please contact the school nurse and the nurse will contact staff in building to pull medication and have in main office for family retrieval. In the event of a health emergency school nurse will direct family or student to contact 911. Administrators will be available via Teams or other meeting software, email, and phone during flexible instruction days.

WHAT IF A STUDENT NEEDS ASSISTANCE ON A FLEXIBLE INSTRUCTIONAL DAY?

Teachers will be available for assistance via email, Canvas, or through TEAMS meetings during regular school hours on a flexible instructional day. Email is the preferred method of communication. The school nurse will also be available via email and phone. **Regular school hours** for the Brentwood Borough schools are:

Brentwood Borough HIGH SCHOOL: 8:00 a.m. to 2:45 p.m.

Brentwood Borough MIDDLE SCHOOL: 8:00 a.m. to 2:45 p.m.

Elroy and Moore ELEMENTARY SCHOOLS: 8:05 a.m. to 3:00 p.m.

TO WHOM SHOULD I DIRECT ADDITIONAL QUESTIONS ABOUT A FLEXIBLE INSTRUCTIONAL DAY?

If you have any questions about the Brentwood Borough School District's flexible instructional program, please contact your building principal.

Sincerely,



Amy M. Burch, D.Ed.
Superintendent of the Brentwood Borough School District