



**Jefferson Hills Intermediate  
School**

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WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

CHRISTOPHER VERY  
*Principal*

JODI MERWIN  
*Assistant Principal*

March 26, 2020

Dear JHIS Parents/Guardians,

Over the past couple of years, our entire educational community has gone through significant changes. Each of these changes presented a different set of challenges for all of us; however, time and time again, we have persevered and exceeded all expectations. This is only achieved by working together and keeping our students as our primary focus. As we all collectively transition to this newest chapter of our lives, we are asking that we again accept these challenges and work together to adapt to the new norm for delivering instruction. While we understand that this transition may test all of us and push us all out of our comfort zones, the change has become necessary to keep all of us safe and healthy during this unprecedented time. Over the foreseeable future, we will all engage in an online learning model, utilizing Google Classroom as our primary platform. While most of our students, families, and staff at JHIS are familiar with utilizing this educational resource, there are many that may not be as comfortable. Over the past week, and well beyond, our staff has been painstakingly collaborating and developing an instructional model that is both empathetic to those learners/families that may need additional support while continuing to provide an education that our students deserve.

The district recently released an update detailing the instructional framework which is posted on the district website (<http://www.wjhsd.net/OnlineInstructionFamilyResourcePage.aspx>). Over the next several days, please thoroughly review the various documents, including the roles of our students, families, and staff, as well as the daily instructional schedule and links to additional supplemental resources. There is also information for providing technological support.

Once “linked” to the Google Classroom, our staff will be ready to continue to provide a high quality, rigorous education while remaining empathetic to the effects this pandemic is having on our families. For those students and families that are unfamiliar with this process, simply log into your Chromebook, click Google Chrome icon for Google Homepage, click on the “waffle” (pattern of 9 dots in the upper right-hand corner) and click on the icon labeled “Classroom.” It should then display all of the classes that students have been invited to. Finally, just click on the highlighted “Accept” button. Again, many of the students are already utilizing Google Classroom and may already be enrolled in various classes. You will also see an invitation to a Google Classroom titled “Principal’s Office.” This class will contain a link to a Google Form to record DAILY attendance, as well as an initial assignment to complete “Student and Parent Promissory Notes.” It is expected that students record their attendance every day prior to getting started with their academic work.

It is the policy of the West Jefferson Hills School District to not discriminate on the basis of sex, handicap, age, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 5094 and Title VI. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons or about your rights or grievance procedures, contact the Director of Human Resources at 412-655-8450 x2228.

We realize that with change comes frustration and anxiety; however, it often results in enthusiasm and optimism. On behalf of all of us at JHIS, we are all here to help ease your anxiety, assist with the transition to online learning, and expand upon that optimism to continue to develop an online instructional program that is second to none. In addition to the instructional framework, we have built in daily virtual "Office Hours" for all staff to work collaboratively with any students requiring additional assistance, remediation, or enrichment, as well as support to all of our families. You are encouraged to reach out via email to set up appointment times during those designated office hours. Please note that your Caller IDs may appear as an "Unknown Caller" when the staff is reaching out to you.

We realize this sounds like a lot to get started, so we have included some initial steps and the outline for the first week to assist in getting all of you started. However, please don't hesitate to reach out to our teachers and principals so that we can help. We are in this together!

### **Getting Started and Schedule for Week One of Online Learning**

*\*Please note that this is a general outline for our students and families... there may be slight variations to courses based on various interventions and supports.*

#### **March 26 - March 29 (Thursday - Sunday)**

- Thoroughly review the Online Instruction Family Resource Page (referenced above and linked to the district's website)
  - Click on Grades K-5 Online Instruction
    - Review Instructional Framework
    - Review Instructional Schedule
    - Review Optional Supplemental Resources
- Students accept "Invitations" to join all classes
  - Reading, Math, Science, Writing, SS, etc. (Titles may be different)
  - Principal's Office
    - Will be used for recording Daily Attendance
    - Promissory Notes - will have to complete only once
- "Visit" all of the instructional classes in Google Classroom (Rd, Math, etc.)
  - Send teacher a message that you are online and ready to learn
    - Some teachers/students have already been sending messages
- "Visit" the Principal's Office
  - Complete the "Promissory Notes" for BOTH Students and Parents
    - This will only be done one time
  - Click the link for recording daily attendance
    - Familiarize yourself with how to record that you are present every day
    - This ONLY has to be done Monday-Friday. Do not record attendance prior to Monday, March 30, 2020

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### **March 30 (Monday)**

- Visit Principal's Office in Google Classroom
  - Record attendance
- Visit **MATH** in Google Classroom
  - View instructional video posted from teacher
  - Complete assigned tasks/activities
- Visit **SCIENCE** in Google Classroom
  - View instructional video posted from teacher
  - Complete assigned tasks/activities
- Visit applicable **ENCORE** in Google Classroom (refer to daily schedule as it rotates)
  - View instructional videos posted from teacher
  - Complete assigned tasks/activities

### **March 31 (Tuesday)**

- Visit Principal's Office in Google Classroom
  - Record attendance
- Visit **READING** in Google Classroom
  - View instructional video posted from teacher
  - Complete assigned tasks/activities
- Visit **WRITING** in Google Classroom
  - View instructional video posted from teacher
  - Complete assigned tasks/activities
- Visit applicable **ENCORE** in Google Classroom (refer to daily schedule as it rotates)
  - View instructional videos posted from teacher
  - Complete assigned tasks/activities

### **April 1 (Wednesday)**

- Visit Principal's Office in Google Classroom
  - Record attendance
- Visit **MATH** in Google Classroom
  - View instructional video posted from teacher
  - Complete assigned tasks/activities
- Visit **SCIENCE** in Google Classroom
  - View instructional video posted from teacher
  - Complete assigned tasks/activities
- Visit applicable **ENCORE** in Google Classroom (refer to daily schedule as it rotates)
  - View instructional videos posted from teacher
  - Complete assigned tasks/activities

### April 2 (Thursday)

- Visit Principal's Office in Google Classroom
  - Record attendance
- Visit **READING** in Google Classroom
  - View instructional video posted from teacher
  - Complete assigned tasks/activities
- Visit **WRITING** in Google Classroom
  - View instructional video posted from teacher
  - Complete assigned tasks/activities
- Visit applicable **ENCORE** in Google Classroom (refer to daily schedule as it rotates)
  - View instructional videos posted from teacher
  - Complete assigned tasks/activities

### April 3 (Friday)

- Visit Principal's Office in Google Classroom
  - Record attendance
- Visit **SOCIAL STUDIES** in Google Classroom
  - View instructional video posted from teacher
  - Complete assigned tasks/activities
- Visit **SECOND STEP / CAREER READINESS** in Google Classroom
  - View instructional video posted from teacher
  - Complete assigned tasks/activities
- Visit applicable **ENCORE** in Google Classroom (refer to daily schedule as it rotates)
  - View instructional videos posted from teacher
  - Complete assigned tasks/activities

We hope that the information provided to you over the past couple of days assists with a smooth transition to online learning. However, we are realistic and understand that there is likely going to be a learning curve for all of us, and adjustments to our plan are likely. Our staff has been working diligently to try to make this transition as efficient and effective for our students and families as possible. There is also contact information to Tech Support on the bottom of the Online Instruction Family Resource Page in the event that technological barriers are presented. Finally, and most importantly, take care of yourselves and one another! We miss you tremendously and look forward to the day that we can all be back together.

***“In the Middle of Difficulty Lies Opportunity”*** -Albert Einstein

Sincerely,

***Christopher Very and Jodi Merwin***

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