



WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

GILL HALL ELEMENTARY SCHOOL
829 Gill Hall Road
Jefferson Hills, PA 15025
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ADAM ZUNIC
Principal

March 26, 2020

Dear McClellan & Gill Hall 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. 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 technical 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, you can login with Clever or through the Google Classroom App on the iPad. 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.

We realize that with change comes frustration and anxiety, however it often results in enthusiasm and optimism. On behalf of all of us at McClellan and Gill Hall, 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 staff are reaching out to all of you.

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 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 we can help. We are in this together!

March 26 - March 29 (Thursday - Sunday)

- Watch "Welcome Video" from Mr. Liberatore and Mr. Zunic <https://youtu.be/mb8KXtPaz5c>
- 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
- Contact your child's principal if your child is missing any classes
- "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 teacher/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

March 30 - April 3 (Thursday - Sunday)

- Visit Principal's Office first thing each day and complete the Attendance Form
- Work to your best ability on the subjects posted for that day (each subject should take no more than 30 minutes to complete).
- Contact your teacher via Google Classroom or email with any questions or concerns on the assignments

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- Teacher Morning Office Hours from 8:30-11:30
- Teacher Afternoon Office Hours from 1:30-3:00

Day/Date	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten Content / Subject Area	Math Reading	Math Reading	Math Reading	Math Reading	Social Studies / Science Second Step / Career Readiness
Grades 1-5 Content/ Subject Area	Math Science ESL - optional mini lesson	Reading Writing ESL (takes the place of Reading/Writing)	Math Science ESL - optional mini lesson	Reading Writing ESL (takes the place of Reading/Writing)	Social Studies Second Step ESL - optional mini lesson
Encore Grade K	Music	Library	Art	Technology	Health/Physical Education
Encore Grade 1	Art	Music	Library	Technology	Health/Physical Education
Encore Grade 2	Library	Art	Music	Technology	Health/Physical Education

Technology Support

Phone: Live - 11:00 a.m. until 2:00 p.m., Monday - Friday: (412) 650-9237

Email: 8:00AM until 4:00PM, Monday - Friday: helpdesk@wjhsd.net

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

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