



Pleasant Hills Middle School
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DANIEL COMO
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March 26, 2020

Over the years our educational community has faced complicated challenges and significant change. During those times we found ways to persevere and eventually exceed expectations. Now we have a new set of challenges to address, by continuing to ensure the safety of our students while we transition to a new norm of delivering instruction online. As you are aware from information shared by Dr. Ghilani, the school district has been in the process of planning an online learning model for our students in grades K-12. Here at the middle school, our staff members have been working diligently to make those plans a reality. To guide us during this process we focused on two primary goals:

- 1. Provide learning opportunities for students to develop essential skills and content knowledge while keeping in mind the challenges they are facing.*
- 2. Provide support for our students and families as we transition to an online learning model. To help with the initial transition, we believe it is important to start with the basics and build in rigor as we progress.*

To better understand how we will proceed, the district recently released an online resource detailing our plans [WJHSD Online Learning Resource](#). Please review the various documents and links to additional supplemental resources. We also wanted to provide additional information regarding student expectations for online learning, weekly class schedules, and how we will support students.

Expectations for Students

Students will log in to Google Classroom each day. They will be prompted to complete an attendance form in the Principal's Google Classroom (code- 3q5v3ma). Students will visit specific teachers' Google Classrooms based on the weekly schedule (next page). Each daily lesson is planned to take 30 minutes. Assignments will be due within two days (unless otherwise noted). Most can be completed on the day they are assigned, but we want to make sure you can reach out to a teacher if needed and still have time to submit. If you have questions or are confused, you may email your teacher or post a comment in the assignment. The teacher will respond to you. The teachers are available everyday from 8-11 AM and 1-3 PM. [PHMS Staff Email List](#)

Student Weekly Class Schedule

PHMS students will follow an abbreviated class schedule for online learning. Students will participate in three to four classes each day as shown in the schedule below. Additional notes are provided under the table regarding student elective courses, music courses, and Spanish I and French I. Courses which meet for five days a week during the school year, are scheduled to meet five times over a two week period. Courses which meet less than five days a week during the school year, will meet four times over a two week period.

Pleasant Hills Middle School: Online Class Schedule Student Copy: Week 1

	Monday, 3/30	Tuesday, 3/31	Wednesday, 4/1	Thursday, 4/2	Friday, 4/3
Content/ Subject Area	Math Lang. Arts Social Studies Chorus/Band/ Orch./ General Music	Reading Science Spanish I/French I Electives Chorus/Band/ Orch./ General Music	Math Lang. Arts Social Studies PE	Reading Science Social Studies Electives	Math Lang. Arts Spanish I/French I PE
Student Expectation	30 minutes/class	30 minutes/class	30 minutes/class	30 minutes/class	30 minutes/class
Teacher Availability	8-11 am & 1-3 pm	8-11 am & 1-3 pm	8-11 am & 1-3 pm	8-11 am & 1-3 pm	8-11 am & 1-3 pm

Notes:

- **Chorus/Band/Orchestra/General Music**- Students will complete work for only the course they are currently enrolled. Many 8th grade students do not have a music class.
- **Electives**- refers to the following courses in all grades: AET, Art, Computers, Family Consumer Science, TV Studio, and World Language (6th-7th) *You will only complete work for the elective class you are scheduled in for Marking Period 5 (6th and 7th grades) or Trimester 3 (8th grade)*
- **Spanish/French I**- only refers to 8th grade students currently enrolled in one of those courses.

Pleasant Hills Middle School: Online Class Schedule Student Copy: Week 2

Day/Date	Monday, 4/6	Tuesday, 4/7	Wednesday, 4/8	Thursday, 4/9	Friday, 4/10
Content/ Subject Area	Reading Science PE Spanish I/French I	Math Lang. Arts Social Studies Elective	Reading Science PE Chorus/Band/ Orch./ General Music	Math Lang. Arts Social Studies Elective Spanish I/French I	No School Today
Student Expectation	30 minutes/class	30 minutes/class	30 minutes/class	30 minutes/class	No School Today
Teacher Availability	8-11 am & 1-3 pm	8-11 am & 1-3 pm	8-11 am & 1-3 pm	8-11 am & 1-3 pm	No School Today

Support for Students

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 our Caller IDs may appear as an "Unknown Caller" when staff are reaching out to all of you.

Students will be invited to join the 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". The classroom will also provide information updates for all students while we use the online learning model. There will be a video posted in the PHMS Principal's Office Classroom explaining the format to the students.

Technical support for students can be accessed in one of two ways: by phone, 11 AM until 2 PM, Monday - Friday: (412) 650-9237 *or by email*, 8 AM until 4 PM, Monday - Friday: helpdesk@wjhsd.net.

We hope that the information provided will help ease the transition to online learning. We realize and understand that there is likely going to be a learning curve for all of us and adjustments to our plan may be necessary. Finally, and most importantly, take care of yourselves and one another! We miss you tremendously and we are here to support you as always.

Sincerely,

Melissa McCauley and Daniel Como