



THOMAS JEFFERSON HIGH SCHOOL
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WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

PETE MURPHY
Principal

PAUL WARE
Assistant Principal

ADAM KNARESBOROUGH
Assistant Principal

Dear Parents and Guardians:

As we begin the process of starting Remote Learning opportunities for our Thomas Jefferson High School students, we want to provide you some important information.

As previously stated by Mr. Milburn and Mr. Patterson, the District recognizes that students and families are experiencing new and potentially challenging circumstances during this unprecedented time. In a little more than a week, the high school administration and faculty have worked diligently to create a rewarding and beneficial online-learning platform to serve the needs of all Thomas Jefferson High School Students until we can reunite in the traditional school setting. In creating this digital learning platform, it is imperative that personalization, collaboration, and a student-centered approach are essential to our mission of providing all students the best education possible. With a clear focus that we're all in this together, we are embracing this new opportunity to teach and learn alongside our students.

Effective Monday, March 30, 2020, Thomas Jefferson High school will shift all instruction to our digital-learning platform. In collaboration with Steel Center Career Technical Center, we will offer the full course catalog online for every student in the high school.

Our hope is that re-engaging in school and learning will help create a sense of normalcy for many of our students as we navigate through this difficult time together. The administration as well as the faculty are committed to providing the students the essential learning that they require for the next steps in their formal education. While completely aware of the seriousness of the times at hand and the lack of control we have in reopening the school, we are optimistic that our school community may be able to reconvene at some point this spring. Until then, we will do everything possible to prepare the class of 2020 for life after high school and make sure meaningful learning is taking place for every student at TJ!

Thank you for all of your hard work, care and efforts to support learning in the home. Please keep in touch with your child's teacher about his/her learning experience. Your continued support and pride in the West Jefferson Hills School District is appreciated as always. #WErTJ

Technical Support

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

Email: 8:00 a.m. until 4:00 p.m., Monday - Friday: helpdesk@wjhsd.net

Please use the links below to learn more about our Online Learning Framework

TJHS Online Instruction Framework

Grading:

- All courses and course work will continue to be graded according to existing high school grading practices for quarter 3 and 4.

Student Role:

- Access Google Classroom through Clever or: www.clever.com/in/wjhsd
- Record your attendance for the day by visiting your grade level Principal Google Classroom. This can be done any time from 12:01AM until 11:59 PM. Attendance must be completed every day of the week Monday-Friday in order to be marked present.
- Complete Academic Integrity Statement (promissory note) the first time you log into your Grade Level Google Classroom.
- Check your school G-mail continuously, throughout the school day.

Parent Role:

- Check to make sure your child is logging into Google Classroom and completing assigned tasks. Teachers will update grades through Skyward.
- Be sure your child records their daily attendance at the appropriate grade-level Principal's Office Google classroom.
- Contact your child's teacher(s) if you have questions with anything related to instruction. Office Hours are designed to support you as well as our students with home learning. Our faculty and staff are here for you!
- Contact the high school administration or high school administrative assistants with any school related questions or concerns. Please call and leave a message and we will return your call: 412-655-8610.
 - Pete Murphy pmurphy@wjhsd.net
 - Paul Ware pware@wjhsd.net
 - Adam Knaresborough aknaresborough@wjhsd.net
 - Jennifer Allan jallan@wjhsd.net
 - Dottie Kutscher dkutscher@wjhsd.net

Teacher Role:

- Create lessons and add them to the corresponding Google Classroom according to the Instructional Schedule.
- The lesson itself and any extension work related to the lesson will not exceed 30 minutes per subject, per day, for the first week of online-instruction. This will increase as we grow into the online-learning platform.
- Be available to support families and students by phone or email during “Office Hours.”
- Contact the family of any students not engaged in learning activities.

Teacher Office Hours:

Monday - Friday

8:00 - 11:00 am and 1:00-3:00 pm

During this time, faculty and staff will be checking messages and responding to parents/students via email. **If you have a question, please email them and they will respond via email or phone call.**

In closing, we are all in this uncharted territory together. Please feel free to reach out to us with questions, concerns, or comments.

Sincerely,

Pete Murphy

Principal

Thomas Jefferson High School

TJHS Online Instructional Schedule

Week 1 and 2

Day/Date	Monday, 3/30	Tuesday, 3/31	Wednesday, 4/1	Thursday, 4/2	Friday, 4/3
Content/ Subject Area	Math Science Business Chorus/Band/Orchestra Tech Ed & Art	English Social Studies Spanish/French FCS PE/Health Resource	Math Science Business Chorus/Band/Orchestra Tech Ed & Art	English Social Studies Spanish/French FCS PE/Health Resource	Math Science Business Chorus/Band/Orchestra Tech Ed & Art
	Intro/Expectations	Intro/Expectations	1st assignment due	1st assignment due	2nd assignment due
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
Day/Date	Monday, 4/6	Tuesday, 4/7	Wednesday, 4/8	Thursday, 4/9	Friday, 4/10
Content/ Subject Area	English Social Studies Spanish/French FCS PE/Health Resource	Math Science Business Chorus/Band/Orchestra Tech Ed & Art	English Social Studies Spanish/French FCS PE/Health Resource	Math Science Business Chorus/Band/Orchestra Tech Ed & Art	No School
	2nd assignment due	3rd assignment due	3rd assignment due	4th assignment due	
Teacher Availability	8-11 am & 1-3pm	8-11 am & 1-3 pm	8-11 am & 1-3 pm	8-11 am & 1-3 pm	