



## WEST MIFFLIN AREA MIDDLE SCHOOL 6-8 ONLINE INSTRUCTION

Please read the following for important guidelines regarding on-line instruction:

We will be using Schoology to access Remote Learning assignments.

Each day students should do the following:

1. **We ARE taking attendance** on each remote learning day, starting **Monday, March 30<sup>th</sup>**, during the coronavirus closure. Check-in for attendance by logging into Schoology by **9:00 AM** with your HOMEROOM teacher. You will be asked to answer a question which is how attendance will be taken. If you have trouble accessing Schoology to check in for attendance, please contact your teacher.
2. Check Schoology for announcements daily.
3. Log in to Schoology to complete your assignments and check the Announcements. Lessons will be posted in an **FID (Flexible Instructional Day)** folder in your Schoology courses. The folders should be dated so you know what assignments are due and when. Teachers are available via email during the school day.
4. Beginning Monday, March 30, 2020, teachers will be available online for Instructional Support Hours during the times attached to Daily Schedule sheet. Each teacher will share the method they will use to communicate during these office hours on their individual Schoology account in their **FID (Flexible Instructional Day)** folder and/or on their Schoology Announcements.
5. Please contact your student's teacher if:
  - ✚ You get stuck on a lesson or assignment
  - ✚ There is something you do not understand
  - ✚ You need special accommodations
  - ✚ An extenuating circumstance arises
6. Grading Procedures
  - Week 1: March 30-April 3: This week should be used to orient everyone to the Remote Learning Format. Assignments will be awarded for completion only.
  - Week 2 and beyond: Typical grading procedures apply.
7. Counselors will be available during the school day via email for support. They will also continue with any appointments made via conference call. [lyonsj@wmasd.org](mailto:lyonsj@wmasd.org) and [lyonl@wmasd.org](mailto:lyonl@wmasd.org)
8. Nurses will be available during the school day via email for support.
9. If at any time you need support and do not know who to ask, please reach out to your principal or assistant principal. [haneyn@wmasd.org](mailto:haneyn@wmasd.org) or [minfordh@wmasd.org](mailto:minfordh@wmasd.org)
10. Technology Needs: HelpDesk 412-466-9131 #3333
11. We encourage students and families to continue to utilize online resources specific for the middle school level to provide enrichment opportunities, reinforce prior learning, and provide other independent learning activities. iReady, IXL, Study Island etc.

12. **When are assignments due?** Assignments should be completed on the FID and are due within three (3) school days unless otherwise noted. The 3-day window is to account for things such as a power or internet outage. The 3-day window will also give students time to seek additional help if needed.
13. **Lunches will be provided from 11:00-1:00 at seven different locations within the WM community.**

**Please do not work to the point of frustration.** This closure and uncertainty is stressful to everyone!

**Support one another**-contact a friend via facetime, Instagram, etc. if you are having trouble completing an assignment and/or want to complete together.

We are all in this together! We thank you for your continued cooperation and support.