



JAMES IRWIN CHARTER HIGH SCHOOL

Committed to Character Development and Academic Excellence

March 27, 2020

Dear JICHS Parent or Guardian,

Greetings! I hope this letter finds you and your family doing well. We miss seeing you and your student at JICHS. During this historical time of shelter-in-place and working to lessen the spread of COVID-19, we want to assure you that our board, executives, faculty and staff are doing everything in our power to continue your student's education despite the enormous challenges we face together.

Hopefully, you responded to our technology survey sent out earlier this week. Our staff will also attempt to call those who did not respond so we can have the most accurate information. Thankfully, part of the shelter-in-place order for the state allows for parents, guardians or students to pick-up materials they may have left at the school. As you can imagine, we are faced with the tremendous challenge of creating an education plan that is possible for most. We realize that it may not be the best fit for some. We ask for your patience and creativity during this time as we work to do what is best for as many as possible given the limitations imposed on a shelter-in-place. Here are the important details you need to know:

1. Under the current information from the state, the high school building will be re-open for students and staff on Monday, April 20, 2020. If this date changes, you will be notified.
2. Distance learning at JICHS during this time is not optional, but required. Teachers will be collecting assignments and recording grades in Infinite Campus. These grades will count towards each student's grade point average and high school transcript.
3. If your student needs school books and materials from their lockers, JICHS will host a drive-through in our parking lot on Monday, March 30, from 1:00 – 5:00 p.m. the person picking up will need the student's name. Our staff will get the books and materials from his/her locker and deliver them to you outside. Please be patient as this process may take time.
4. If your student will not have access to technology through a computer, tablet or smart phone (Internet, Google, YouTube, Zoom, email), we need to know right away. Printed packets will need to be picked up and dropped off at the school on a regular basis. Dates and times will be determined soon. If you have difficulties logging into your Infinite Campus parent portal, please contact Janice Cook at janice.cook@jamesirwin.org. Include your phone number in the email so she can talk you through this process, if needed. Please be patient when waiting for support as Mrs. Cook and her department may have a high amount of request tickets through which to work.
5. You must make sure your contact information is correct in Infinite Campus. Teachers will use the email on file to communicate with you and your student. Teachers may use Zoom to hold office hours where students can get live support. If this is the case, an invite will be sent to the email in IC. If you have class assignment-related questions, ask the teacher first before contacting the administration.
6. The recommended daily instructional time for high school is three to four hours each day. Your student can expect three to four assignments each week in English and mathematics and a few assignments per week in other classes. Deadlines for submitting work will be communicated from your teacher.
7. Steps to access the Infinite Campus student portal:
 - The URL to login to Campus Student is...
https://jamesirwinco.infinitecampus.org/campus/portal/students/james_irwin.jsp

- Most high school students already have their own IC credentials. However, if you have not logged in, you can use the following default login credentials:
 - Username is the student number (student number can be found on your student’s ID or in your IC parent portal by clicking “Today” in the upper left corner menu)
 - Password is lastnamemmdyy
For example: smith060212 (student with last name of Smith and birthdate of June 2, 2012)
The password should have no capitals, no spaces and a 6-digit birthdate. The maximum number of characters for the last name is 15 so if the student’s last name is longer than that, they should only enter the 1st 15 characters and then the 6-digit birthdate.
 - If you have difficulties, you can contact Janice Cook (see #4).
8. While teachers will primarily be taking completion grades at this time, it is still extremely important that you make every effort to support your student participating in the school’s distance learning program each week. You may not see the immediate effect, but several weeks without instruction may have a long-term impact that could be detrimental to your student.
 9. If you are unsure of a teacher’s email, you can go to <https://jamesirwin.org/high-school-9-12/jichs-staff/> where you will find all high school employees’ email addresses below my biography.
 10. Make sure to check email and Infinite Campus frequently as you will be receiving communications from both your student’s teacher and the school.

I am so grateful for the teamwork we share from our board, executives, administration, faculty and staff to you and your student. Together, we can accomplish much during this challenging time. We ask for your grace, patience and creativity while we navigate a difficult and ever-changing course through the COVID-19 pandemic. Rest assured, we will continue to make decisions based on what is best for students.

I hope and pray all of you are safe and healthy, and can find time to enjoy one another’s company.

Blessings,

A handwritten signature in blue ink, appearing to read "Alex Marquez".

Alex Marquez, Principal