



JAMES IRWIN CHARTER HIGH SCHOOL

Committed to Character Development and Academic Excellence

April 5, 2020

Dear JICHS Parents/Guardians,

I hope this letter finds you all doing well and staying healthy. The following are important updates for you and your student:

- Governor Polis has issued an extended school closure order through April 30, 2020.
- There are still some students from whom we have not heard back. Distance learning at JICHS is not optional. In order to get credit for the classes in which they are enrolled, all students must be in contact with their teachers and turn in all work with excellence. Teacher emails can be found on our website under my bio at <https://jamesirwin.org/high-school-9-12/jichs-staff/>. The teachers and administration have made many attempts to contact every family to ensure distance education continues. All parents/guardians must check their Infinite Campus contact preferences and make any necessary updates so we can communicate with you as needed.
- Based on parent, student and teacher feedback, JICHS teachers will begin using Google Classroom on Monday, April 13, to deliver online distance learning instruction. Grades will continue to be posted in Infinite Campus. Some teachers may begin using Google Classroom sooner, depending on their level of comfort with the platform. All assignments for the week will be posted on Sunday. Students will have one week to complete and submit assignments with a deadline of the following Sunday. It is best for students to submit work as they complete it throughout the week rather than wait until the Sunday deadline and be overwhelmed. Teachers will grade all student work within that week and have grades posted in IC. Missing (M) work will calculate as a zero (0) and adversely affect student grades. Example: Teachers post work for the week on Sunday, April 12. Students must submit all work by Sunday, April 19. Teachers will grade work as they receive it and will have grades posted in Infinite Campus no later than Sunday, April 26. Here are three excellent tutorial videos about Google Classroom:
<https://www.youtube.com/watch?v=2lowi-gmbys> (for parents)
<https://youtu.be/N5UQ2V3nRp4> (for students)
<https://youtu.be/uVJHM5V7I2M> (for students)

If you need further support, Sam Ashmore (History/Math Lead Teacher) has offered to answer questions. He can be reached at samuel.ashmore@jamesirwin.org. Please be patient waiting for a response; he will work through requests in the order they are received.

We are required to provide details to you about any third-party vendors being used for online platforms. The links below disclose the terms of use, privacy policy, student data being shared, etc. If you are not comfortable using these third-party platforms, you may opt to pick up and drop off paper packets as described in the next section.

- Google Classroom/G-Suite: https://gsuite.google.com/terms/education_privacy.html
- YouTube: <https://www.youtube.com/about/policies/#community-guidelines>
- Zoom: <https://zoom.us/privacy>
- Other third-party platforms: <https://jics-studentdataprivacy.org/contact/>

- If your student does not have access to the Internet or a computer, paper packets can be picked up and dropped off at the JICHS front office every Monday from 7:30 a.m. until noon. Linda Ramsey will scan any submitted work and email it to the teacher(s). Make sure the work is labeled with your student's name, teacher's name and class period. Students receiving and submitting paper packets will have a due date of Monday, rather than the online distance learning deadline of Sunday. You can also drop off any registration paperwork during those hours. Linda Ramsey will be available in the front office and will also be checking messages, emails and answering phones.
- We realize how important the senior traditions are to our students, particularly graduation. Please be patient as we take into consideration how best to plan for these special events with the quarantine and social distancing policies ordered by our state and local officials. The Colorado Department of Education recently stated, *"The Governor has suggested that districts brainstorm alternatives to in-person graduation ceremonies, as it may be unlikely that those important events will be able to occur in-person this year."* At this point, JICHS cannot guarantee that these events will occur. We will communicate information about them as we get additional information and apologize for any inconvenience or grief this may cause.
- The Yearly Registration deadline for all returning students has been extended to June 1, 2020. As stated above, the high school front office will be open on Mondays from 7:30 a.m. until noon. You can deliver registration paperwork in person, scan it and send it by email or mail it to the school. Online payment of fees is preferred, but you can also deliver or mail a check. The Yearly Registration paperwork and fee sheet can be found at <https://jamesirwin.org/high-school-9-12/jichs-yearly-registration/>. Please DO NOT submit an application through SchoolMint.
- If you paid fees for spring sports, you can either request a refund or get them credited to your IC account by emailing Mrs. Ramsey at linda.ramsey@jamesirwin.org. Please be patient with refunds as they will take time to process.

We really miss seeing your student each day and hope this situation brings out the best in all of us. Let us know how we can support you and your student in our COVID-19 distance learning model. This new way of delivering education will not be without frustrations, twists and turns, so your patience and understanding is greatly appreciated.

Along with your student, remember to keep checking emails, messages, Infinite Campus and Google Classroom on a regular basis. Email teachers if you need support with assignments or deadlines.

My goal is to send an update weekly to you. Be safe and make the most of this historically unique situation!

Many blessings,



Alex Marquez, Principal