



# JAMES IRWIN CHARTER MIDDLE SCHOOL

*Character Development and Academic Excellence*

5525 Astrozon Blvd., Colorado Springs, CO 80916 - 719-302-9108

March 27, 2020

Dear Parent or Guardian of a JICMS student,

It was the best of times; it was the worst of times! We have much more family time, yet many students and parents are experiencing stress right now—financial, social, emotional, physical—with the current economic situation. In unprecedented times like these, there seem to be so many unanswered questions. Know this: We miss seeing you and our students here in the middle school. As we have tried to come up with a balanced plan to continue your child's education, our mission drives our goals: The mission of JICS is to help guide students in the development of their character and academic potential through academically rigorous, content-rich, educational programs. While we would never choose these circumstances, they pose a unique opportunity for all of us to stretch and grow in this mission.

Many parents have emailed asking for information about field trips and payments made. We will know more as we get closer to April 20, but under our current circumstances, it seems unlikely that these will take place even if we return to school. There are 2 options:

1. Email [bibi.limmer@jamesirwin.org](mailto:bibi.limmer@jamesirwin.org) and [sarah.schmidt@jamesirwin.org](mailto:sarah.schmidt@jamesirwin.org) by April 6 to request a refund. We will submit individual check requests to the business office, so please be patient with the time it takes to get the payment back to you.
2. Apply the field trip payment to next year's fees. You do not need to email if this is your choice. (The transfer will show up on your student account.)

Hopefully, you responded to the technology survey sent out earlier this week. Thankfully, part of the shelter-in-place order for the state allows 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, and 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 by a shelter-in-place. Here are the important details you need to know:

1. Under the current information from the state, the middle school building will be re-open for students and staff on Monday, April 20, 2020. You should be aware that the governor has stated that there is a high possibility in-person instruction will not resume this school year.
2. Distance learning at JICMS during this time is *not optional*. Work must be submitted by the deadlines given, and grades will be recorded in Infinite Campus. Each student's grades will be averaged for all 4 quarters. The final average will determine if a student passes or fails for the year. (See handbook. A student must pass 5 out of 6 content classes—math, science, history, literature, writing, and PE—in order to be promoted to the next grade level.) Please email [michele.prusinowski@jamesirwin.org](mailto:michele.prusinowski@jamesirwin.org) if you have questions.
3. If your student needs school books and materials from their lockers, JICMS will host a *drive-through locker pick up* in our parking lot on **Monday, March 30, from 1:00 – 3:00 p.m.** The person picking up will need the student's first and last name. Our staff will get the books and materials from his/her locker and deliver them to your car 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@jamesirwin.org](mailto: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 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 middle school is three to four hours each day. Your student can expect the following:
  - Math – daily
  - Literature – daily
  - Writing – 2-3 weekly
  - Science/History – 5 days (alternating every other week)Deadlines for submitting work will be communicated from each teacher. Late work policy applies.
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](https://jamesirwinco.infinitecampus.org/campus/portal/students/james_irwin.jsp)
  - The default login credentials for students are...
    - Username is the student number which can be found in your IC parent portal next to your student's information
    - 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 at [janice.cook@jamesirwin.org](mailto:janice.cook@jamesirwin.org).
8. It is 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. Make sure to check email and Infinite Campus frequently as you will be receiving communications from both your student's teacher and the school.

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. 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.

Be safe; stay healthy; enjoy your family.

Sincerely,

Michele Prusinowski, Principal  
[Michele.prusinowski@jamesirwin.org](mailto:Michele.prusinowski@jamesirwin.org)

## JICMS Distance Learning Parent Expectations

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Please see some guidelines for success for JICMS distance learning:

1. Update Infinite Campus Portal with phone number(s) and current email addresses (student/parent)
2. Check email and Infinite Campus portal each day
3. Ensure that students view instructional videos (These videos will not exceed 15 minutes)
  - Some teachers will offer “class” through YouTube, Zoom, etc. It will encourage students who are able to participate as they interact with their teacher and classmates.
4. Have a regular scheduled time for video instruction and homework each day. This will provide a sense of consistency for our students. If you have multiple students and one computer you may want to assign each child a specific time to do their school work.
5. Print or open worksheets
  - Complete assignments on IC or on lined paper
  - If work is completed off-line, take pictures of completed work and email back to the classroom teacher. These can also be scanned in one document through the App CamScanner, FastScanner, or similar App. iPhones have a feature in “Notes” to scan pages to email.
6. There will be daily work for math, reading, keyboarding, and either science or history. There will be 2-3 weekly writing assignments.
7. There may also be work for art, music, and P.E. 1-2 days a week.
8. Classroom teachers will have virtual office hours to answer any questions you may have about assignments. Teachers will email the time information.
  - During office hours you can expect an immediate response. Emails sent between 9:00am-3:00pm will be answered at the next available virtual hour time.
9. If you have difficulties completing assignments on IC, please contact teacher to make arrangements to write down answers and email them to teacher. We want to meet each family where they are in order to deliver the best education we can to your students.