



Hello J-Hawks,

Yes, again this is a long email but there's LOTS of important info so please read all of it so you have current information and know what's coming up and when. There are also some form links, help links, and video links. I have received very few questions regarding last week's email and will answer the questions within this email.

- First, **Student schedules** will be available through your Infinite Campus portal today at 5 pm. Please be sure your settings are correct in viewing S1 schedules. Students will need to adjust their settings in Infinite Campus to view both A & B day schedules. Details about how to contact your counselor are below. If you need to request schedule corrections or request to take an elective pass/fail, please use this [link](#). Instructions for this first semester:
  - Students, you must be logged on to your school issued laptop and school profile in order to complete the online correction form. Each student may submit ONE form, so please take the time to make sure you have addressed all your concerns on your ONE submission.
  - Please log on & follow your current schedule until you are emailed that the change has been made.
  - Requests that will not be addressed: Teacher changes, period changes, and lunch changes.
  - All students must submit a schedule change request form if their request meets the criteria necessary for a schedule change. The criteria is provided on the electronic form and students/families should carefully read all the information prior to submission.
  - There are now 8 periods but students do not have 8 classes. 9th & 10th grade students must have a minimum of 5 classes each semester and 11th and 12th may have 4 if on track for graduation.
  - Reminder, During assigned Study Halls students will NOT have to log on, that is off-line work time for the student. Online learning is challenging and students should not be in front of the screen for seven hours a day.
- If you are not familiar with the **Infinite Campus portal**, the Infinite Campus portal provides students and parents with real-time access to assignments, grades, schedule, announcements, attendance, and more. Portal accounts for students and legal guardians are automatically created when a student is enrolled. It is important that parents obtain their own login and that they do not use their student's login to access the portal. Please see these links:
  - [Shortcut to the portal](#)
  - Watch this video for a quick introduction to [Campus Parent & Campus Student](#)
  - [Parent Portal Guide](#)
  - [Student Portal Guide](#)
- **Computer Distribution Information:**
  - Please park in the upper PE parking lot and enter through the Swim Door. You will be directed to the cafeteria and after receiving your Chromebook you will exit our the Technology hallway doors to return to the PE upper lot. Access to the Upper PE parking lot is only available through the 18th Street NW entrance.

- You will be greeted inside and directed to the cafeteria. Please wear a mask the entire time while in the building, remain with your own family member and keep socially distanced. Also, please do not come at this time if you or your student are running a fever, having any other symptoms, or if you have had any COVID exposure within the last 14 days.
- Computer Distribution at this time is ONLY for incoming Frosh and upperclassmen new to JHS and will take place on:
  - Tuesday, September 15th from 3-6 pm and
  - Wednesday, September 16th from 9 am -Noon.
- Students *must* have one of the adults who is their contact in Infinite Campus with them to sign a release form when they pick up their computer. No signature, no Chromebook.
- After signing the User Agreement, students will be handed their devices with their name labels already on them and then directed to a table to actually turn them on and login for the first time. Staff will be present to help each student complete this task.
- This is not the time for current students to reset passwords or get repairs, we will announce a separate time and process for that.
- Eligible families may already have received a phone call regarding Internet access, but additionally, there will be places, “hubs”, in Cedar Rapids where students can go to log on to their classes if they don’t have internet and/or need help with engagement.
  - Internet hubs are open from 8:00 am - 3:00 pm
  - Each location will have staff available for supervision, support, and assistance with student work
    - Locations include:

Jane Boyd 943 14th Ave SE	First Lutheran Church 1000 3rd Ave SE
Paul Engel Center 1600 4th Ave SE	CR Public Library 450 5th Ave SE
Four Oaks 1924 D Street SW	Salvation Army 1000 C Ave NW
Four Oaks 2100 1st Ave NE	

- Distribution of textbooks and other academic materials will take place the week of September 21st.
- If your student has not opened their Chromebook for a while, have them charge it up and log-in. If log-in is successful, check school email. If your student can’t log in then Technical support for Chromebooks and hot spots is available.
  - Password Reset help, call Mrs. Pelzer at 319-558-2108 or email her at [epelzer@crschools.us](mailto:epelzer@crschools.us).
  - For non-password related help, call Mr. Bush at 319-558-1074 or email [rbush@crschools.us](mailto:rbush@crschools.us)
  - Expanded Phone Support Hours: Families can call for 558-2900 for support. The help desk phone line will be open for calls from 7:00 AM to 7:00 PM Monday-Thursday starting on 9/14/2020. On Fridays, phone support will run from 7:00 AM to 4:00 PM. We will keep these hours for the next month and evaluate call data to see if the need remains after that time.
  - This website has “how to” guidance, troubleshooting assistance, and other documentation. [Parent/Student/Family Support Website.](#)

- Thank you to the over 300 families who have filled out this [Google form](#) to make sure we are able to communicate with you and if you need some help with various resources. **If you have not filled it out, please do.**
- We are happy to share that the **food sites program** that took place this summer will continue through December. The following schools will provide pick up meals for any CRCSD student from 11am -1pm Monday - Friday.
  - Grant Wood Elementary
  - Johnson Elementary
  - Taylor Elementary
  - Wright Elementary
  - Roosevelt Middle School
  - Hardin Middle School
  - Wilson Middle School
- Jefferson staff will be reaching out to every Jefferson family from September 14th through 25th and we will continue reaching out to families on a monthly basis. So please answer that CRCSD or Google Voice phone number to talk to a JHawk for a positive conversation.
- Again, Infinite Campus is up and running so please complete the **Address Verification** if you have Internet access. Reminder, when **school starts on September 21st, we will be running an A Day / B Day schedule.** In an A Day / B Day Schedule, classes are split between two days: 4 class periods on A Day and 4 class periods on B Day. The class is “blocked” each day which means it is longer; so a class is approximately 90 minutes in length and occurs every other day versus the traditional 52 minute class length occurring every day. For Jefferson, Hours 1,2,3 and 4 will be A day. Hours 5,6,7, and 8 will be B day. The times are the same Monday through Thursday with an Early Dismissal on Friday.

Bell Schedule Monday - Thursday

1st and 5th Hours: 7:50 am - 9:20 am

2nd and 6th Hours: 9:30 am - 11:00 am

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3rd and 7th Hours: 11:50 am - 1:20 pm

4th and 8th Hours: 1:30 pm - 3:00 pm

Bell Schedule Friday

1st and 5th Hours: 7:50 am - 9:00 am

2nd and 6th Hours: 9:10 am - 10:20 am

3rd and 7th Hours: 10:30 am - 11:40 am

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4th and 8th Hours: 12:20 pm - 1:30 pm

- Jefferson Administration contact info:

- Mr. Hawley, Principal [mhawley@crschools.us](mailto:mhawley@crschools.us)
- Ms. Bateman, Associate Principal [lbateman@crschools.us](mailto:lbateman@crschools.us)
- Mr. Szabo, Associate Principal [cszabo@crschools.us](mailto:cszabo@crschools.us)
- Mr. Deam, Activities Director & Associate Principal [cdeam@crschools.us](mailto:cdeam@crschools.us)
- Mr. Panoch, Student Support Facilitator [mpanoch@crschools.us](mailto:mpanoch@crschools.us)
- Mr. Goetzinger, Activities Facilitator [cgoetzinger@crschools.us](mailto:cgoetzinger@crschools.us)
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- Jefferson Counselors & Engagement Specialists contact info:

#### 9th Grade

- [Mrs. Abram](mailto:kabram@crschools.us) is our Frosh Counselor
- [Mrs. MacTaggart](mailto:mmactaggart@crschools.us) is our Frosh Engagement Specialist

#### 10th-12th Grade

- Mr. Edwards is our counselor for last names beginning with A-Haywood  
[jedwards@crschools.us](mailto:jedwards@crschools.us)
  - Mrs. Cummins is our counselor for last names beginning with Heaton-Pealer  
[jcummins@crschools.us](mailto:jcummins@crschools.us)
  - Ms. McIntosh is our counselor for last names beginning with Pearson-Z  
[jmcintosh@crschools.us](mailto:jmcintosh@crschools.us)
  - Mr. Kuba [mkuba@crschools.us](mailto:mkuba@crschools.us) and Mr. Fechner [cfechner@crschools.us](mailto:cfechner@crschools.us) are your Engagement Specialists
- Reminder: Grading for this semester is based on Pre-Covid grading guidelines. Teachers will communicate the standards/criteria for each course.
  - Administration will do our best to communicate updates through emails, social media, and/or our website. You will find these at:
    - Twitter: [@CRJeffersonHigh](https://twitter.com/CRJeffersonHigh)
    - Facebook, Instagram, and Snapchat: [CRJeffersonHS](#)
    - Website: <http://jefferson.cr.k12.ia.us/>

Finally...

We appreciate your grace and your communication with us. We are all experiencing extensive changes this year and it takes a while to adjust. Thank you for continuing to support and help each other in the Jefferson as well as the entire Cedar Rapids community! *It's Always Great To Be A J-Hawk!*

Thank you all.

Your Admin and Counseling Team