

Dear JCHS Students and Parents/Guardians:

Welcome back for the 2020-2021 school year! While this school year is starting off a bit differently than usual, we are looking forward to reconnecting with our students. This letter contains a good deal of information about student schedules, please be sure to read it completely to understand how to access your schedule and communicate with your counselor if need be.

As in years past, you will be able to obtain your son/daughter's schedule from the Genesis Parent Portal. Access will be made available on the morning of Thursday, August 20, 2020. **When you log into the Parent Portal you will be redirected to our school forms (*Computer Acceptable Use Form, Media Release Form, Free/Reduced Lunch Form, Student Health Information, etc.*), please review and complete all forms. These forms will become available on August 18th and you are encouraged to complete them prior to the 20th, as you will be unable to access your child's schedule until these forms are completed/updated. Additionally, please review your contact information on the portal and make any necessary changes.**

Our School Counselors will be available to discuss *schedule changes only* on **Monday, August 24th and Tuesday, August 25th from 8:30-3:00PM**. Students may communicate with their counselors via **phone conference** or **in-person**. If a student needs to make a schedule change, appointments are required.

Students may only make an appointment with their counselor. Visit the Guidance Webpage <https://www.cwcboe.org/domain/74> to view Counselor assignments.

Please use one of the following links to access calendly to reserve a time to meet with your counselor:

Mrs. Martin: 9th Grade School Counselor calendly.com/mrs_martin

Mrs. Imbriaco: 10th -12th Grade School Counselor calendly.com/imbriaco

Mr. Lattoz: 10th-12th Grade School Counselor calendly.com/flattoz

Ms. Blackman: 10th-12th Grade School Counselor calendly.com/lblackman

Students must indicate their method of meeting on **calendly** (In-person or phone conference). When making an appointment, please comment on the change you are looking to make so that Counselors can be prepared to address your request.

- Please note that students who choose to meet in-person must wear a mask and should report to the Guidance Office at their scheduled time, no walk-ins will be allowed. Students should report to the school no earlier than 15 minutes before their appointment and **MUST** leave the school immediately after their appointment. To minimize the amount of people in the building, we are asking **ONLY STUDENTS** enter the building to change their schedule. Social distancing must be maintained while in the building.

- If you are choosing to conference via phone, please put your preferred contact number. Counselors will be calling the students at their scheduled time. Those requesting a phone conference MUST be available to receive the call at the appointed time.

The Guidance Department strives to create the most appropriate schedule for each student. **Due to the complexity of the master schedule and the capacity of courses, as well as balancing classes based upon cohort size, it will likely not be possible to make a change to electives.** Every effort was made to place you in your choice of electives. Appointments for schedule changes should be based upon adjustments needed for academic courses. Please refer to the schedule change guidelines below.

Schedule changes will be made ONLY for the following reasons:

- Failure of a student to meet proper course prerequisites
- A different course is needed as a result of failure or deficiency toward graduation requirements
- Class conflicts (two classes scheduled during the same period)
- Desire to strengthen schedule and not take a study hall
- Requests a study hall and does not have one within their schedule
- Teacher recommendation that confirms that original placement was not appropriate
- Student attended summer school and upon successful completion of the course, no longer needs to take a class in his/her schedule
- Extenuating circumstances that do not fall into a category noted above must be submitted in writing to your counselor. All appeals must be signed by a parent/guardian before they will be considered. Your counselor will review and determine if the appeal will be brought before an administrator for final consideration. Appeals will only be presented by a counselor.

If a student is unable to connect with their counselor on Monday, August 24th or Tuesday, August 25th please have them email their counselor for an alternate day/time.

Our first day of school for students is scheduled for Tuesday, September 8, 2020. We will continue to update you with any and all information regarding the reopening of school. On behalf of the faculty at JCHS, we thank you for partnering with us and look forward to sharing a safe, successful, and rewarding year.

Take Care,

Lisa Blackman, M.A.
Supervisor of Guidance