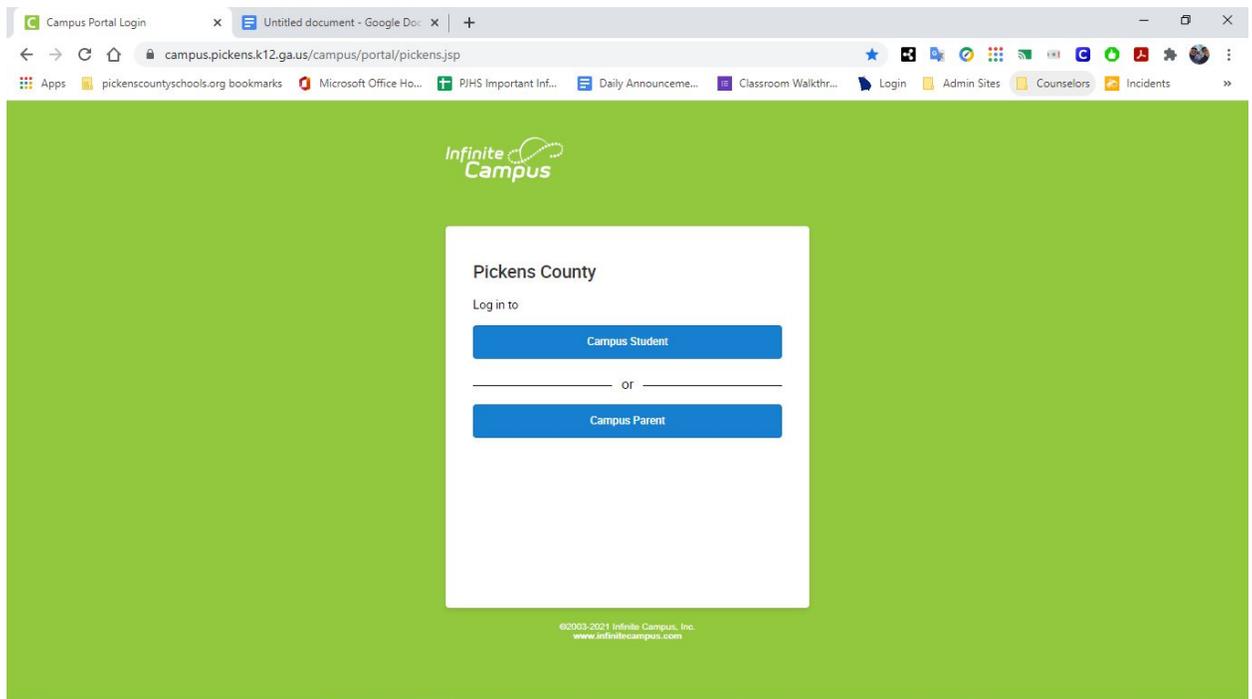




Good afternoon Pickens Junior High Families,

On Monday, January 11, 2021, we will begin distance learning for the week. This is not a new experience for our students, teachers and families. All of the aforementioned parties have done a tremendous job working together in this environment, and we have no doubt that will continue moving forward. However, there is one technical aspect that needs to be addressed. With the semester change, most students have two new connection classes which they will be participating in for the first time. Once again, this is most students, not all students. In order to ensure student schedules are correct, we are asking that students and families complete the following steps:

1. Navigate to Parent Portal at <https://campus.pickens.k12.ga.us/campus/portal/pickens.jsp> and choose “Campus Parent”



- 2.
3. If you do not know how to access Parent Portal in Infinite Campus (IC), please email the following information to: parentportal@pickenscountyschools.org :
 - i. Parent/Guardian name
 - ii. Student Name
 - iii. School Name
4. Pickens technology staff will help you establish a username and password so that you can access your student's information.
5. Once you have access, you will see a message screen like this:



The screenshot shows the Infinite Campus interface. The left sidebar is dark grey with a green header containing the Infinite Campus logo. The main content area is titled "Message Center" and shows a "District Announcement" from Monday 08/03/2020. The announcement features a red header with the text "A note from PCSD School Health Services" and "We want you to know that we are here to offer support if you have any questions or concerns." Below this are three numbered sections: 1. "When will I begin to show symptoms of illness after being exposed to COVID?" with a blue background; 2. "Helpful Resources" with a green background and a red heart icon; and 3. "When is a person" with a pink background. Each section includes bullet points and links to external resources.

- 6.
7. Select "Today" on the left hand side of the screen.
8. You should then see a screen like this: (Note--student name, photo, and student number have been removed from the screenshot below.) If you have more than one student in the system, you will see a drop down feature in the right hand corner of the screen to select each student individually.

The screenshot shows the Infinite Campus "Today" page for Thursday, January 7, 2021. The left sidebar is dark grey with a green header containing the Infinite Campus logo. The main content area is titled "Today" and shows a "Student Number" section with the text "20-21 Pickens Junior High Grade 08". Below this are two sections: "Assignments Due Today" and "Assignments Due Tomorrow". The "Assignments Due Today" section lists "Civil War Vocabulary Quizlet Georgia Studies 8". The "Assignments Due Tomorrow" section lists "Causes of the Civil War Graphic Cartoon Georgia Studies 8", "Causes of the Civil War USATestprep Georgia Studies 8", and "Events Leading to the Civil War Cloze Notes Georgia Studies 8". On the right side of the page, there is a "S2 (01/05 - 05/21)" section with a table of classes and teachers.

| HR | Class | Teacher |
|-------------------|-------------------|----------------------------|
| 7:45 AM - 2:45 PM | Homeroom 8 | Williams, Daniel Rm: 150 |
| 1 | Science 8 | Williams, Daniel Rm: 150 |
| 2 | Spanish I | Rodriguez, Rosa Rm: 131 |
| 20 | Beginning Band 8 | Smith, Andrew Rm: NEW BAND |
| 3 | Math 8 | Caron, Kim Rm: 112 |
| 4 | Georgia Studies 8 | Graham, Donna Rm: 111 |
| 5 | Language Arts 8 | DiPuma, LeighAnn Rm: 144 |

- 9.



10. Once here, please check your student's schedule on the right side of the screen.
11. Every student should have the following core academic classes:
 - a. Math
 - b. Science
 - c. Social Studies (History)
 - d. Language Arts
 - e. Note*--you will see a "Homeroom" class--this is your student's first academic class of the day, not an additional class.
 - f. Note**--you will see a "Literature" class--this is your student's language arts class, not an additional class.
12. Every student should also have two connection classes with two of the following teachers possible:
 - a. Carter, Gail--(Computer Science)
 - b. Dobson, Todd--(Agriculture)
 - c. Eubanks, Claire--(Skills for Adolescents-- "Ropes")
 - d. Klein, Tonya--(Art)
 - e. Rodriguez, Rosa--(World Language/Spanish)
 - f. Smith, Andrew--(Band/Music)
 - g. Steinhauer, Brad--(Physical Education)
 - h. Tolar, Lauren--(Chorus/Drama)
 - i. Weaver, Tony--(Physical Education)
13. If your student doesn't have four academic classes or two connection classes or has more than that, please contact the school via phone, 706-253-1830 or email Michael Parker at michaelparker@pickenscountyschools.org.
14. Requests for schedule changes in connections will not be addressed until students return to campus.

Thank you for taking the time to check this and ensure a successful start to the second semester.

Sincerely, Pickens Junior High School