

Student Email

Jefferson City School District

Dear Parent(s) and Student,

The Jefferson City School District is committed to preparing our students to meet the challenges and benefits of technologies as they continue to change the world in which we live. We understand and embrace the many new and positive educational benefits for classroom instruction using these technologies. Therefore, we have decided to implement district sponsored student email accounts. In this initiative, students will be automatically issued email accounts specifically designed for communications between teachers and other student groups for the purposes of educational activities and classroom information. This new email system will be a safe and protected means of tying in other technology initiatives into a central communication platform that the schools, teachers, students and parents can use to enhance the educational experience and receive important information.

How to access the new email accounts

Students can access their new email accounts by navigating to www.gmail.com on the internet. On the "Sign In" screen, please enter the following;

- For the "Email:" field, please enter the student's First Initial and Lastname+(last 4 digits of your Student ID)@student.jcschools.us , For example; a student whose name is John Smith would have an email address of jsmith0126@student.jcschools.us
- For the "Password" field, please enter **ChangeM3!** You should be prompted to change your password once you select the "Sign In" command button. If you do not, please follow these instructions;
 - Click on your initial in the upper right hand corner of the email screen after you have fully logged into your account.
 - Select "My Account"
 - Click on "Sign-in & Security" and click on "Password"

Please note; It is very important for students to change their passwords immediately. Students will be responsible for any communications that originate from their email accounts.

Email Policy

Students are required to follow all board approved technology usage policies and ensure that this new email account is utilized solely for educational purposes within the Jefferson City School District ("JCSD"). Any violations of the technology usage agreement, board policy, or any acts that violate respectful and safe communications may be subject to disciplinary action. Use of the new student email account is not required for student communications with teachers or other students, but is encouraged as JCSD adopts more digital learning initiatives.

Email problems and support

All email technical issues need to be directed to the student's teachers. They will be able to direct any problems to the appropriate staff to resolve the issue.

Student Handbooks



To view your school's handbook go to: <https://www.jcschools.us/Page/16750> and click on the link for your school.

The screenshot shows the top navigation bar of the Jefferson City Schools website. It includes a search icon, a home icon, and a list of menu items: HOME, ABOUT JC SCHOOLS, DISTRICT DEPARTMENTS, FACULTY & STAFF, STUDENTS & FAMILIES, COMMUNITY, and CALENDAR. Below the navigation bar is the Jefferson City Schools logo and the text "JEFFERSON CITY SCHOOL DISTRICT" and "Giving every student hope for a better tomorrow." To the right of the logo are links for "District Home" and "Our Schools". At the bottom of the header are icons for "Calendar", "Mobile App", "Menus", "Bus Routes", "Jobs", and "Contact Us".

The screenshot shows a dropdown menu for "LEARNING, CURRICULUM & PROFESSIONAL DEVELOPMENT". The menu items are: "Learning, Curriculum & Professional Development" (with a right arrow), "Curriculum & Professional Development Home" (with a plus sign), "Elementary Education" (with a plus sign), and "Secondary Education" (with a right arrow). Under "Secondary Education", there are two sub-items: "Secondary Education Department Staff" (with a right arrow) and "Secondary Student Handbooks" (with a right arrow).

[Home](#) » [District Departments](#) » [Learning, Curriculum & Professional Development](#) » [Secondary Education](#) » [Secondary Student Handbooks](#)

JC Schools Secondary School Handbooks (select link to open document and view/print):

- o [Lewis & Clark Middle School](#)
- o [Thomas Jefferson Middle School](#)
- o [Capital City High School](#)
- o [Jefferson City High School](#)
- o [Jefferson City Academic Center](#)
- o [Nichols Career Center](#)



JEFFERSON CITY SCHOOL DISTRICT

Notice Regarding Use of Google Classroom

Jefferson City School District utilizes the Google suite of products. One of the products frequently used by teachers is **Google Classroom**. Parents and guardians of secondary students (grades 6-12) are able to receive email summaries about their student's activity in Google Classroom. Email summaries do not include grades. For grades, ask your student, check your Infinite Campus Parent Portal, or contact the teacher.*

In email summaries, you can review:

- Missing work—Work not turned in when the summary was sent.
- Upcoming work—Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- Class activities—Announcements, assignments, and questions recently posted by teachers.

If there isn't any activity to report or if a teacher turns off email notifications, you might not get an email summary.

To Receive Email Summaries

To receive email summaries of your student's work, an invitation will be emailed to you **within two weeks of completing the enrollment process**. You must accept an email invitation from the district's Google Administrator, which will likely appear as Gmail Admin. You have 120 days to accept an invitation before it expires. You can unsubscribe from summaries or remove yourself as a guardian at any time. The steps are as follows:

1. The district Google Administrator emails you an invitation to join your student's class.
2. In your email program, open your email invitation.
3. Click "Accept". If you're not the guardian, click on "I'm Not The Guardian."
4. Click "Accept" to confirm.

When you accept an invitation, you and your student will receive an email confirmation.

Grade information is not included in the email summaries. You will need to continue to access the Infinite Campus Parent Portal for grade information.

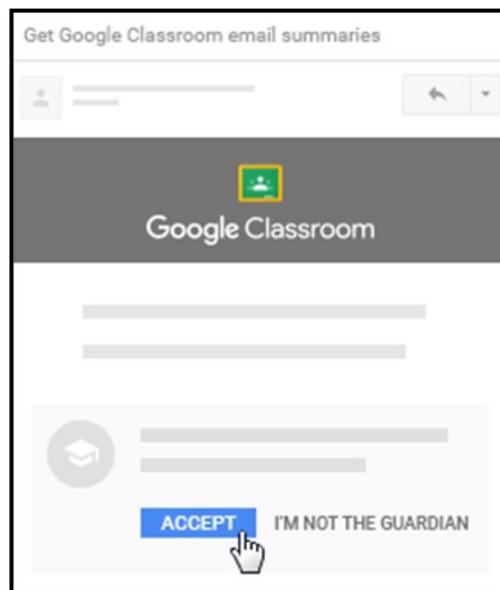
Before you Begin

You can receive email summaries to any email address.

However, to view or update email summary settings, you **must** have a Google Account. With a Google Account, you can change the frequency of your emails, update your time zone, see the students connected to your account, and unsubscribe from email summaries.

If you have any questions, please contact your student's school.

*If your student is 18 years old, he/she will have to sign a Legal Age Release to allow you to receive emails.





Infinite Campus Accessing Student Portal

Infinite Campus Portal is a way for students grade 6 through 12 to access their information and school communications. The following student information can be found on Portal:

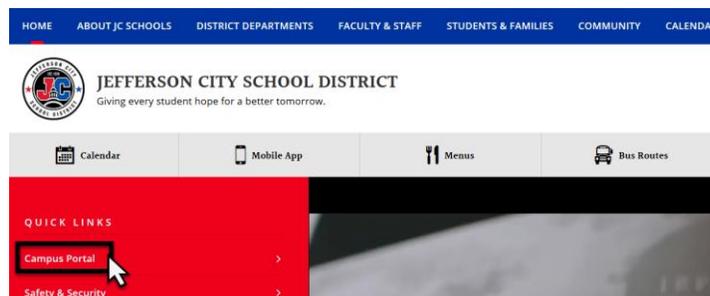
- *Schedule*
- *Assignments*
- *Grades*
- *Report Cards*
- *Immunizations*
- *Attendance*
- *Unofficial Transcript*
- *Messages from School Staff*

Infinite Campus Portal also has a mobile app where student information can be obtained via a mobile device. Students can also enable notifications to be sent to their phone regarding changes in their attendance, grades, and assignments.

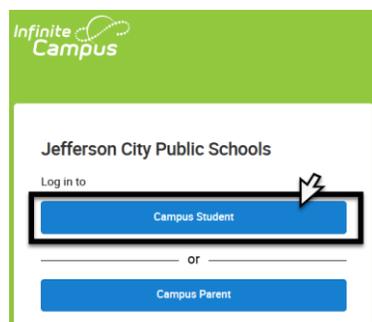
Accessing Portal Website

The portal website is accessed in two different ways:

1. Direct URL: <https://jeffersoncitymo.infinitecampus.org/campus/portal/jeffersoncity.jsp>
2. On the Jefferson City School District website: www.jcschools.us
 - a. Click on the **Campus Portal** link on the left side under Quick Links.

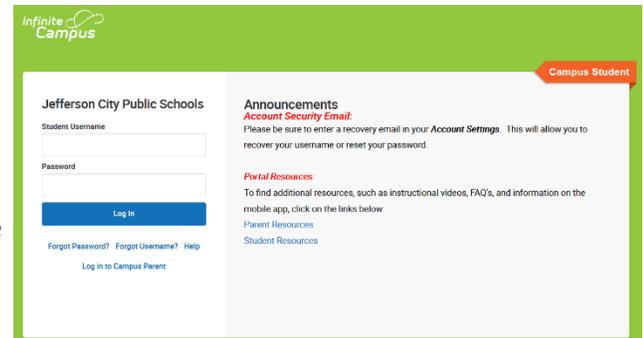


- b. Select **Campus Student**.



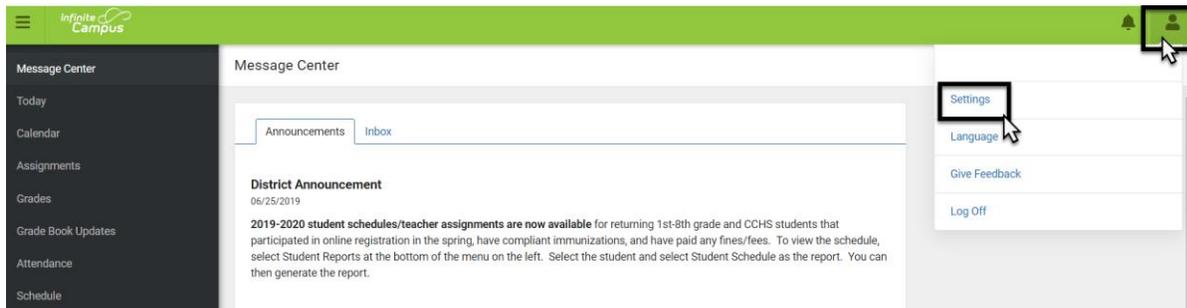
Logging In

- 1) Type in your User Name, which is your **Student ID number (include any zeros at the beginning)**.
- 2) Next, type in your Password: **first initial of first name, first initial of last name, and your birthdate (mm/dd/yy)**
(ex: if your name is Allen Alda and you have a birthdate of January 3, 1997, your password would be aa010397")
- 3) If you have trouble accessing the information through these steps, please go to the Library or Counseling Office.

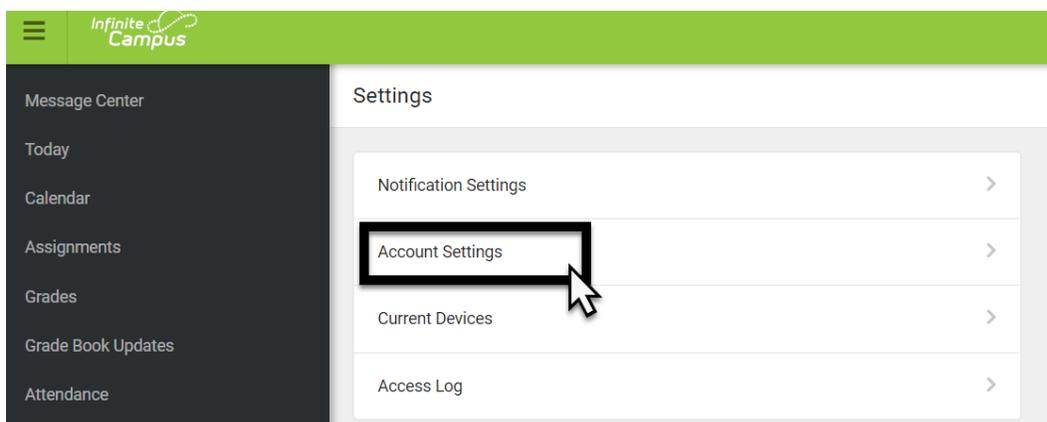


Account Management

The first time you log in you will need to set up your security preferences for your account. You can change these security preferences along with your password under the person icon in the upper right hand corner and then select **Settings**.

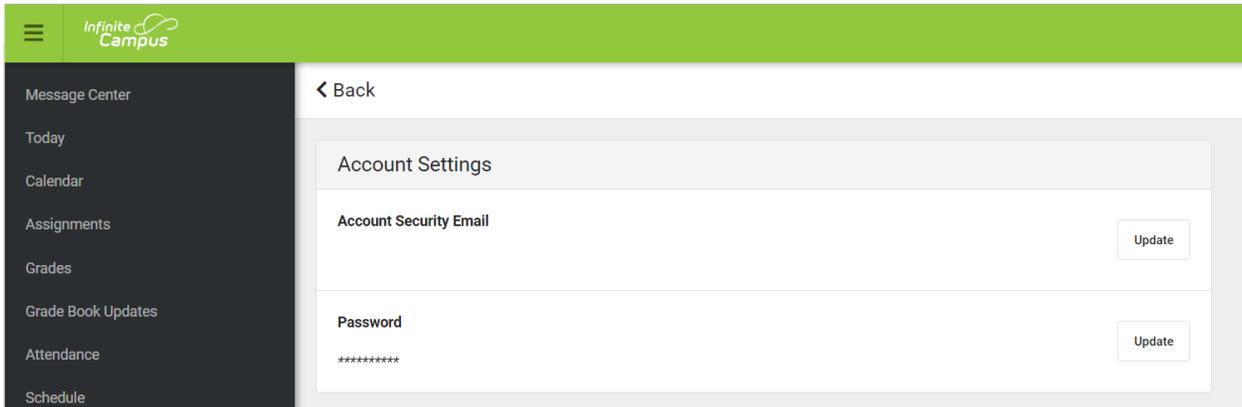


Then select **Account Settings**.



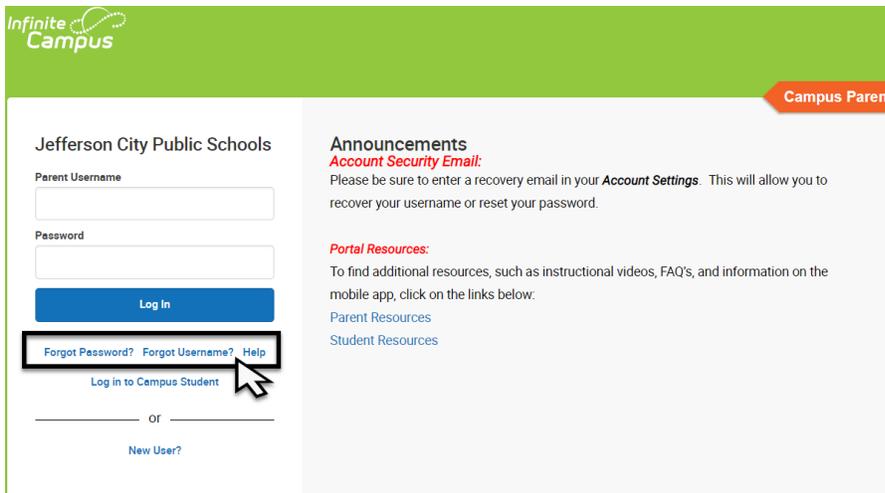
Select which item you wish to edit:

- Account Security Email
- Password



Forget Username or Password

There are links on the sign-in page called [Forgot your Password?](#) or [Forgot your username?](#) These links will direct you through steps to retrieve your Username or reset your Password.





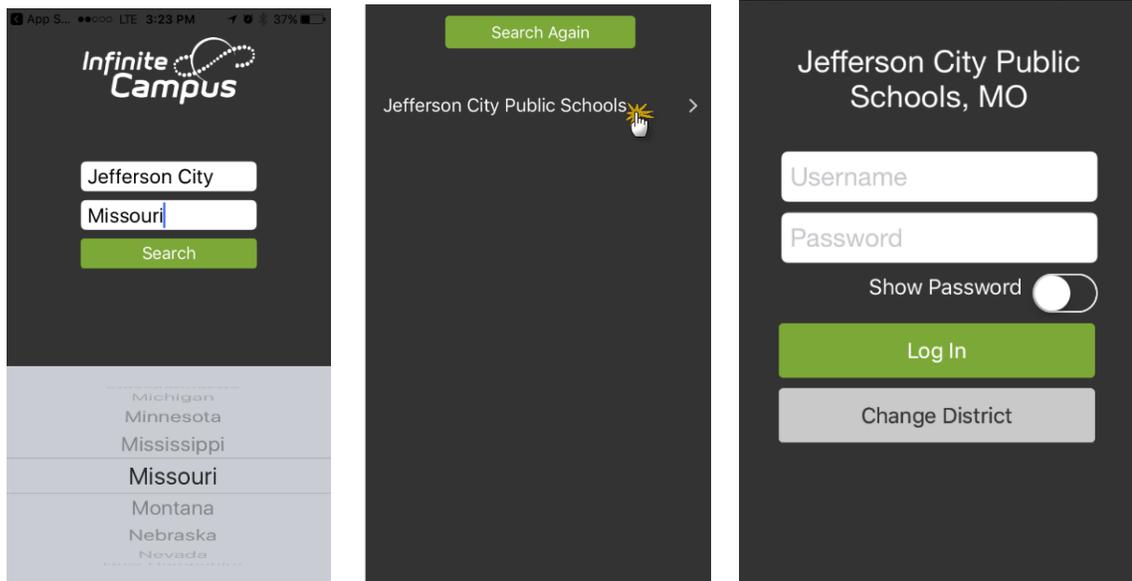
Infinite Campus Mobile App

Downloading the application:

- 1) To download the Infinite Campus Mobile Portal application go to any of the the following app stores:



- 2) Launch the Campus App and then enter the district name (**Jefferson City Public Schools**) and the state (**Missouri**). Select Jefferson City Public Schools. This will take you to the login screen where you will enter your username and password to log in.



- **Username and Password:**

When creating a username and password, the password **must** be a minimum of 8 characters and contain a combination of two or more of the following: letters (upper or lower case), numbers, symbols, punctuation.

- **Parents:** The username and password is created when you activated your account. If you do not have a username and password, you will need to email portalhelp@jcschools.us to request your activation key to setup your account.
- **Students:** Students grade 6-12 have a portal account automatically created for them. The username and password have been provided to them by the school. If the student does not remember his/her username and password, please visit the counseling office.

For more information about the mobile app or for support assistance go to the link below:

<http://media.infinitecampus.com/public/html/mobile/faq.html>