



# CHARLESTON

C U S D N U M B E R O N E

Phone: (217) 639-5000

Charleston High School • www.charleston.k12.il.us  
1615 Lincoln Avenue, Charleston, IL 61920

Fax: (217) 639-5005

## Procedures for device, textbook, and materials distribution.

\*Face coverings will be required and social distancing guidelines will be followed at all times during distribution.\*

Students will receive a laptop computer and a folder containing the necessary login information, remote learning expectations, and helpful suggestions. This device will not be capable of accessing the internet for non-school related activities. **Parents must sign this electronic form prior to device distribution.**

<https://forms.office.com/Pages/ResponsePage.aspx?id=ZVmoXzSDt0eo3d9OfKD91XbxebUSSldlip4h3lt0h6RUOVdWSU5FWDBLWEVBRFZXV0I4NU5CTFBNRy4u>

Students will **first** report to the cafeteria for device distribution and a brief orientation for both their new device and specifics related to remote learning.

**Next** students will move to the media center for textbook distribution. Please be prepared to return any textbooks and pay any outstanding library fees.

After students have been given all necessary materials, they are expected to leave the building to allow the spaces to be prepared and cleaned for the next group of students.

Students pick up times will be scheduled based on a student's grade level and the first letter of their last name. Please see the schedule below for specific dates and times:

### Seniors – 8/19

8:30 am - Last name A-C  
9:30 am - Last name D-G  
10:30 am - Last name H-L  
12:30 pm - Last name M-P  
1:30 pm - Last name R-S  
2:30 pm - Last name T-Y

### Sophomores –Date to be announced

8:30 am - Last name A-B  
9:30 am - Last name C-E  
10:30 am - Last name F-H  
12:30 pm - Last name I-M  
1:30 pm - Last name O-Sm  
2:30 pm - Last name Sn-Z

### Juniors – 8/20

8:30 am - Last name A-B  
9:30 am - Last name C-D  
10:30 am - Last name E-H  
12:30 pm - Last name J-M  
1:30 pm - Last name N-Sm  
2:30 pm - Last name Sn-Z

### Freshmen – Date to be announced

8:30 am - Last name A-B  
9:30 am - Last name C-E  
10:30 am - Last name F-H  
12:30 pm - Last name I-L  
1:30 pm - Last name M-P  
2:30 pm - Last name R-Z

LEARNING AND LEADING EVERY DAY



# CHARLESTON

CUSD NUMBER ONE

Phone: (217) 639-5000

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**As a reminder our schedule will be as follows:**

**Schedule:** Charleston High School will utilize the following schedule for **remote learning** beginning on August 31<sup>st</sup>, 2020, and will continue to utilize this schedule until further notice. The schedule is a block schedule that will rotate days regardless of the day of the week.

**Block schedule for remote learning**

<b><u>Scarlet Day</u></b>	<b><u>Gold Day</u></b>
Tutorial 8:20-8:40	Tutorial 8:20-8:40
1 <sup>st</sup> 8:40-9:35	2nd 8:40-9:35
3 <sup>rd</sup> 9:45-10:40	4th 9:45-10:40
5a Lunch 10:50-11:20	6a Lunch 10:50-11:20
5b Class 11:25-12:20	6b Class 11:25-12:20
5a Class 10:50-11:45	6a Class 10:50-11:45
5b Lunch 11:50-12:20	6b Lunch 11:50-12:20
7 <sup>th</sup> 12:25-1:20	Early Bird 12:25-1:20

Utilizing this schedule "Scarlet" and "Gold days" will rotate regardless of the day of the week. For example, using the current school calendar September days would be the following:

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 Scarlet	1 Gold	2 Scarlet	3 Gold	4 Scarlet	5
6	7 No school Labor Day	8 Gold	9 Scarlet	10 Gold	11 Scarlet	12
13	14 Gold	15 Scarlet	16 Gold	17 Scarlet	18 Gold	19
20	21 Scarlet	22 Gold	23 Scarlet	24 Gold	25 Scarlet	26
27	28 Gold	29 Scarlet	30 Gold			

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**Remote Learning:** Students will begin the year in "remote learning." Students will have the opportunity to learn along with their peers virtually using live lessons through Microsoft Teams. In this scenario, a teacher will be teaching a lesson to students that are logged in and present online. Students will utilize Empower as the learning platform for all remote learning content. Students will receive a brief Empower training at the device distribution. Parents will receive an Empower training during the first two weeks of school. Dates will be sent out with more information.

**Attendance:** Attendance online through remote learning is critical for success and absences will be treated the same as in-person absences. Students will be given Microsoft Teams meeting links for each class. The "live" link will only be accessible during the time that the course is regularly scheduled. A student is not required to log in to "study hall" for attendance. Attendance is required for all other courses. Students who have a commitment that would prevent them from participating in virtual class due to a doctor's appointment or pre-arranged family commitment, etc... would need to work with their teacher in advance to access any missed content or assignments for that day.

**Internet Access:** Please complete this form if you need internet access:

<https://forms.office.com/Pages/ResponsePage.aspx?id=ZVmoXzSDt0eo3d9OfKD91SI4MXJkEZZAoTF45J5-XqFUMlowVjZrVEhRN1ZCQU4zUTg5RFVHVHJQM4u>

Or email [elarning\\_help@charleston.k12.il.us](mailto:elarning_help@charleston.k12.il.us)

LEARNING AND LEADING EVERY DAY