



CHARLESTON

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

Carl Sandburg Elementary School • www.charleston.k12.il.us

Phone: (217) 639-4000

1924 Reynolds Drive, Charleston, IL 61920

Fax: (217) 639-4005

Carl Sandburg Orientation and Material Distribution

Carl Sandburg Families,

Carl Sandburg School has scheduled orientations and material distribution for Monday, August 31st through Thursday, September 3rd. Sessions will be available each day from 1:15 – 1:45 & 2:00 – 2:30. There will also be evening sessions offered on Monday, August 31 and Tuesday, September 1st from 5:30 – 6:00 & 6:15 to 6:45. **(Please note the detailed schedule on page 2)** Beginning Monday August 24th at 4:00 p.m., you will be able to sign up for a 30-minute time slot, with your student's homeroom teacher. Each time slot will only allow for five students to sign up. Students will receive a computer, school materials, and a brief orientation from his/her teacher.

In order to minimize the number of people in each area of the building, we ask that only **one parent and their student** attend the meeting following these procedures:

Upon arrival, we ask the **1st grade parent & student** to enter/exit through the **1st grade hallway** on the south side of Carl Sandburg, **Door #2**. You will be able to park in the front circle drive.

Upon arrival, we ask the **2nd grade parent & student** to enter/exit through the **2nd grade hallway** on the south west side of Carl Sandburg, **Door #3 by the playground**. You will be able to park in the upper northwest parking lot.

Upon arrival, we ask the **3rd grade parent & student** to enter/exit through the north side of Carl Sandburg, **Door # 6 and Door # 7**. You will be able to park in the northeast parking lot.

There will be staff out front to guide you to the correct doors. In order to provide safety, we will ask that you wait outside until your chosen time nears. Upon entering the building, face coverings are required and a temperature and screening will take place. Once your selected time is available, we will direct you to the designated classroom, in which the teacher will begin their 30-minute orientation. In order to meet with all students, we ask that you respect the 30-minute time frame. If you have unanswered questions at the end of the orientation, you are welcome to reach out to the teacher/administrator by email/phone to have questions answered. We will ask that you exit through the doors upon which entering the building.

Students who do not have a district device on the first days of instruction will receive alternate instructional materials until their device is distributed. Teachers will contact students prior to the start of school with additional information regarding the first week of instruction.

If you have any questions or concerns, please contact me at 639-4001.

Eddie Williams

LEARNING AND LEADING EVERY DAY



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Principal

Please access your Skyward Account and click on the Conference tab to reserve a time slot.

Monday, August 31st:

1st Grade – Ms. Lawson / Mrs. VanMeter / Ms. Carlson / Ms. Wright

2nd Grade – Mrs. Craig / Mrs. Delude / Ms. Decker / Ms. Goodwin

3rd Grade – Mrs. Harrington / Mrs. Evans / Ms. Coffman / Mrs. Coffey

Sessions: 1:15 – 1:45 / 2:00 – 2:30 / 5:30 – 6:00 / 6:15 – 6:45

Tuesday, September 1st:

1st Grade – Mrs. Gough / Mrs. Barker / Ms. Arndt / Ms. Jedry / Ms. Repking

2nd Grade – Mrs. Ballinger / Mrs. Lora / Mr. Paul / Mr. Taylor

3rd Grade – Mrs. Porter / Mrs. Bosler / Mrs. Wilson

Sessions: 1:15 – 1:45 / 2:00 – 2:30 / 5:30 – 6:00 / 6:15 – 6:45

Wednesday, September 2nd:

1st Grade – Ms. Lawson / Mrs. VanMeter / Ms. Carlson / Ms. Wright

2nd Grade – Mrs. Craig / Mrs. Delude / Ms. Decker / Ms. Goodwin

3rd Grade – Mrs. Harrington / Mrs. Evans / Ms. Coffman / Mrs. Coffey

Sessions: 1:15 – 1:45 / 2:00 – 2:30

Thursday, September 3rd:

1st Grade – Mrs. Gough / Mrs. Barker / Ms. Arndt / Ms. Jedry / Ms. Repking

2nd Grade – Mrs. Ballinger / Mrs. Lora / Mr. Paul / Mr. Taylor

3rd Grade – Mrs. Porter / Mrs. Bosler / Mrs. Wilson

Sessions: 1:15 – 1:45 / 2:00 – 2:30

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