



# CHARLESTON

CUSD NUMBER ONE

**Carl Sandburg Elementary School** • [www.charleston.k12.il.us](http://www.charleston.k12.il.us)

Phone: (217) 639-4000

1924 Reynolds Drive, Charleston, IL 61920

Fax: (217) 639-4005

## **Carl Sandburg's First Week of Remote Learning**

Carl Sandburg Families,

Carl Sandburg School has been preparing for a great start to our 2020-21 school year. Although remote learning is not how any district anticipated beginning our school year, we are still excited to have this opportunity to continue to allow students to learn and lead daily.

In CUSD#1 we are so fortunate to have received grant funds to provide computer devices to our students for remote learning. Due to delays in shipping nationwide, the devices arrived to our district in early August (which was actually a pleasant surprise as they weren't expected until late September). The district technology team is working countless hours to prepare the devices for students. Those devices are very close to being ready and we are excited to share those with you. However, the technology staff may not have them ready for the first day of student remote instruction on August 31<sup>st</sup>. Please understand that it is our top priority to ready those devices for our students, so that the transition to remote learning can be as smooth as possible. Thank you for your patience.

Students who do not have a district device on the first day of instruction will receive alternate instructional materials until the device is ready for pick up. We want to ensure that all students have the opportunity to learn with us, even if they're unable to, virtually. Attached with this letter, are the activities that will help us still engage and get to know your students, until they receive their technology. Feel free to give the school a call, and arrange a time that you can pick up a hard copy, if needed. Teachers and staff at Carl Sandburg have been working to make personal connections with all students and ensure that students are engaged in learning, regardless of whether a device is in their hands or not. If you would like to arrange a time to pick up your orientation bin earlier than your scheduled day, please contact the main office at 639-4000 to schedule a time. Again, we apologize for the delay and appreciate your patience and adaptability as we work to ready our students for the best remote learning experience as possible.

In order to minimize the number of packet materials sent home, we have attached activities that your child may begin working on, if they are unable to participate virtually on Monday. These are items that you can begin working on beginning August 31<sup>st</sup>, until your orientation day.

1<sup>st</sup> grade Welcome Activities are Pages 4-14

2<sup>nd</sup> grade Welcome Activities are Pages 4-14

3<sup>rd</sup> grade Welcome Activities are Pages 4-14

LEARNING AND LEADING EVERY DAY



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

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We invite all of our families at 4:00 p.m. on Friday August 28<sup>th</sup>, 2020, to visit our Carl Sandburg website in order to view our teacher's orientation videos. Our hope is that this will provide a chance for our students and families to view their teacher's video, and learn more about the school year.

On August 31<sup>st</sup>, students who are joining virtually will log in to their teacher's Microsoft Teams, where they will begin the same introductory activity, as provided to the students who are not virtual. Students should receive log in information prior to Monday. If you do not, please contact your child's homeroom teacher. Students will log in to their homeroom class at 8:30 a.m.. When it is the student's special areas class, their specials teachers for that particular day, will join the homeroom teacher's Microsoft Team virtual meeting. This will provide the opportunity for our special area teachers to meet some of our students.

Below is a step by step instructional handout and a video link of how to access Microsoft Teams, in order to be ready to log in on Monday.

### **Microsoft Teams Instructions**

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/847570/Accessing\\_Teams\\_via\\_Web.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/847570/Accessing_Teams_via_Web.pdf)

### **Microsoft Teams Video**

<https://youtu.be/tlRhKg9l2fl>

The teachers have utilized their original 2-hour early dismissal schedule that they would have begun the year in person with, in order to try to follow a set schedule with our students. Teachers have begun and will continue to share their daily schedules, with their families, in order to prepare for next week.

In closing we want to remind you to visit our website, to review the orientation information that was previously sent out for next week. Again, we want to emphasize that whether you're starting next week virtual or not with technology, we're excited for the opportunities of getting to know your child, and seeing your student "Learning and Leading Every Day" even through remote learning.

Carl Sandburg Administration

LEARNING AND LEADING EVERY DAY