



Andrew Carnegie Elementary School

1414 East 61st Place • Chicago, Illinois 60637
Telephone 773/535-0530 • Fax 773/535-0525

Docilla Pollard
Principal

Shirley Roberson
Assistant Principal

2020 -2021 Remote Learning Parent Letter

Dear Carnegie Family,

Welcome to the 2020-2021 School Year! Below you will find questions that you may have as we embark on this unprecedented school year, followed by the answers. This pertinent information will help guide you through this first quarter of remote learning. Keep this document where it is easily accessible to support you and your child through the transition to the “Learn at Home” model.

Who is my child’s teacher?

Your child has been assigned to Ms. Milsap’s 2nd Grade Gifted Class, Room 114. Below, you will find a copy of your child’s remote learning schedule. In order for your child to begin to receive invites to their Google Classroom, you child will need to access their CPS email address and password. You can email Ms. Milsap at kymilsap@cps.edu to request this information. Ms. Milsap will also ensure that she has your personal email address so she can connect you to your child’s Google Classroom. Once connected, you will have access to assignments due, homework given, and much more.

| Room 114-2 nd Grade-Gifted | | |
|---------------------------------------|--|--|
| Time | Class/Subject | Teacher |
| 8:45 a.m. to 9:00 a.m. | Morning Meeting Social Emotional Learning (SEL) | Ms. Milsap |
| 9:00 a.m. to 10:00 a.m. | Literacy | Ms. Milsap |
| 10:00 a.m. to 10:10 a.m. | Bathroom Break-GoNoodle | Ms. Milsap |
| 10:10 a.m. to 11:00 a.m. | Literacy | Ms. Milsap |
| 11:00 a.m. to 11:10 a.m. | Bathroom Break-GoNoodle | Ms. Milsap |
| 11:10 a.m. to 12:00 p.m. | Science-Mondays-Wednesdays Social Studies -Thursdays & Fridays | Ms. Milsap |
| 12:00 p.m. to 12:45 p.m. | Lunch Break | |
| 12:45 a.m. to 1:45 p.m. | Spanish-Mondays Dance-Tuesdays Academic Lab-Wednesdays Music-Thursdays PE/Health-Fridays | Mrs. Healy Ms. Pleas Ms. Yisrael Mr. Cramer Ms. Shea |
| 1:45 p.m. to 1:55 p.m. | Bathroom Break-GoNoodle | Ms. Milsap |
| 1:55 p.m. to 3:25 p.m. | Mathematics | Ms. Milsap |
| 3:25 p.m. to 3:45 p.m. | Virtual Office Hours SEL Check-In (Fridays) | Ms. Milsap Ms. Adams |

How do I secure a device for my child?

Carnegie School will distribute chrome books and iPads during the week of August 24, 2020. If you’ve missed your designated pick-up time, email AP Roberson at segriffin@cpc.edu to make arrangements.

Who do I contact if I am looking for internet service?

Read below to see how CEO Janice Jackson is committed to increase access to devices and internet to students:



Additionally, through [Chicago Connected](https://www.cps.edu/strategic-initiatives/chicago-connected/chicago-connected-faq/), the district is extending hotspot coverage for Students in Temporary Living Situations (STLS) and expanding free, high-speed internet access to approximately 100,000 CPS students. For eligibility information, please click <https://www.cps.edu/strategic-initiatives/chicago-connected/chicago-connected-faq/>.

How will my child be graded during this 1st quarter?

The Illinois State Board of Education recommends that CPS return to their regular grading practices (pre-Covid). This means that standard letter grades will be issued for students based on mastery of content, with the exception of Traditional Kindergarten students. See grading calculations and scales below.

Grade Calculations

Classwork = 40%
Test = 25%
Quiz = 20%
Homework = 15%

Grading Scale

100-90 = A
89-80 = B
79-70 = C
69-60 = D
59 & Below = F

Traditional Program

Kindergarten students are not given formal letter grades.

Instead, students will receive either

W (Well Developed)

P (Progressing)

B (Beginning)

Report cards will be distributed at the end of each 10-week quarter.

Will my child's attendance be affected if they don't log into class, but still completes the work?

CPS will also return to their regular attendance protocols. This means that in order for a student to be marked **P**resent, they must be logged on at the start of each class. If a child logs on after 9:05 a.m., they will be marked **T**ardy. If a student logs in to some, but not all of their scheduled classes, they will be marked as **½ day absent**. Tardies and absences will be recorded on a student's permanent record. Parents can either call Mrs. Morgan-Percy, Attendance Coordinator at 773-535-0530 ext.8 to ask for their child's absence to be excused, or parents can fill out a written request to have the absence excused via a Google Form located on our school's website([Carnegie.cps.edu](https://www.cps.edu)) under the tab "Remote Learning."

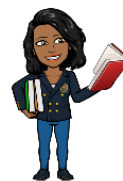
How can I gain access to view my child's grades?

Parent Portal is the platform used to easily and conveniently check grades, attendance, and other information regarding your child's progress. To create an account, you must first email AP Roberson (sgriffin@cps.edu) and request access to your child's records. Once you are verified as a custodial parent/guardian, you will receive a separate email from ASPEN with a validation code that you will use to create your account. If you have multiple children, regardless of the school they attend, you only need one Parent account to monitor all records. AP Roberson can also assist with linking your children's accounts.

If I need to contact an administrator, how can I do so?



Principal Pollard
Dpollard1@cps.edu
773-251-7181



AP Roberson
sgriffin@cps.edu
773-251-0939