



Chad Thomas  
Principal

Matthew Fasana  
Assistant Principal

*"Learning is alive through everything we do and everywhere we go."*

## **Dear Parents/Guardians/Students,**

We hope this finds you and your loved ones safe and healthy. Although this is a time of uncertainty, we are committed to providing high-quality learning experiences for all of our students at Sullivan High School. We are writing today to share our plan to support your child's remote learning while school is closed until May 1st.

Your partnership, feedback, and collaboration are critically important to support your child's engagement in remote learning. Please take a few moments to read the information below about our plan, expectations for your child, and the ongoing communications and assistance we will provide to keep students engaged, learning, and healthy while schools are closed.

Note: We will continue to be a food distribution site as of Monday, April 13th from 9 - 1 p.m., if you need food for the week of spring break please feel free to pick up food from Kilmer Elementary next door.

### ***What is Sullivan's plan to provide remote learning for my child during the closure?***

Our school plans to provide remote learning for all students are built with our grade level teams of teachers and staff meaning your students will be able to access their learning per their grade level teachers, or if your child is an ESL student or Low Incidence student they will have remote learning plans too. Per this email you will find a document for each grade level that you will use with your child to create a daily schedule and routines for you and your family. For instance, if you have a 9th grade student then you should use the 9th grade team remote learning plan document, and if you have a 10th grade student then you should have them use the 10th grade team remote learning plans, etc.

Our teachers will provide daily learning activities and will be available for at least two hours every day to keep students connected and engaged. Your child will also receive regular communication and feedback from their teacher on learning activities. All Sullivan teachers will hold virtual office hours in a virtual meeting space and/or call in numbers for questions and learning help.

### ***What are the school's expectations for my child while learning at home?***

During this time, the focus is to encourage students to stay engaged in academic activities and to reinforce learning on a daily basis. Routine, encouragement, and aligned expectations between families and teachers are important factors of academic engagement in your home learning environment.



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### ***What communications and guidance can my child and I expect?***

Families can reach out to teachers, or the school for any questions you may have. We will also be checking the school's voicemail and returning phone calls within 24-48 hours of your message. Our school telephone number is (773) 534-2000. You can also expect regular communication and feedback between your child and their teachers. Attached you will also find a google meets/hangout direct line that will be open 8-3 p.m. each day of the week as well.

### ***How do I access the plan and materials?***

All of our learning is found in google classrooms for each teacher and student, but if you are in need of hard copies for student work, please coordinate with your child's classroom teacher and we will print those out for pick up between the hours of 9 - 1 p.m. during the week. We are working with the District to provide devices to students who do not have computers at home. We plan to distribute computers and/or tech supplies (i.e. chargers, batteries, etc) the week of April 13th.

Thank you for going above and beyond to support your child during this difficult time. Please continue taking care of each other and yourselves as we face this health crisis together. We know there are many unknowns ahead of us, but we will do whatever it takes to keep our school community safe, healthy, and engaged during this time.

Sincerely,

**Principal Chad Thomas (Adams)**  
**Assistant Principal Mathew Fasana**

## **ITS Help and Support for Students and Parents**

### ***How can a student retrieve their password when not on the CPS network?***

#### **PreK-3rd Grade**

For our students in PreK-3rd grade, passwords do not expire. If your student has forgotten their password, you can follow the steps below to help them change their password.

#### **4th-12th Grade**

[How to change your password step-by-step](#)



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### ***What if I need internet access?***

Most wireless companies offer a straight-forward and easy way to create a 'hotspot' that will allow you to access the internet. You can typically access via your 'settings' and then choose 'mobile hotspot' or 'tether'. Once you've activated the hotspot, you can then connect your device to that hotspot network using your system's password.

[How to set up a hot spot](#) for Apple devices

[How to set up a hotspot](#) for Android devices.

For more detailed information about how the service works on your phone, or to check your service plan, you will want to contact your mobile carrier. *Please note:* There may be an additional cost (data) dependent upon your mobile plan as well as an increase in battery usage.



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## FAQS FOR PARENTS/STUDENTS

### **Q: What about a student who does not have home internet access?**

**A:** If you do not have internet access at home but have wireless access most wireless companies offer a straight-forward and easy way to create a 'hotspot' that will allow you to access the internet. Directions can be found [here](#). Comcast will also be offering [free internet](#) for 60 days which is normally available to all qualified low-income households for \$9.95/month.

### **Q: Should a student expect an assignment in each of their classes each day?**

**A:** Yes, teachers are expected to provide 3-4 activities/assignments per week that take students 4.5-5 total hours per week to complete. While some assignments may be longer-term, we are encouraging a daily check-in/reflection assignment. Due dates will be clearly posted in Google Classroom.

### **Q: How will I be graded?**

**A:** All due dates will be posted in Google Classroom and the teacher will explain how completing assignments will be included in the student's grade. **Teachers will provide weekly feedback and enter assignment grades in ASPEN. Although grades are important we are encouraging families to focus on learning and remaining on pace with class content.**

### **Q: Will students have "homework"?**

**A:** Our teachers know that the overall workload must be manageable for a student's overall load, while moving student learning forward. The work that is assigned each day will likely include both work that needs to be turned by a specific deadline and work that is needed to prepare for the next day.

### **Q: Should teachers and students be available throughout the day?**

**A:** Unless a student or a teacher is ill, they should check and respond to Google Classroom and email messages periodically throughout the day. Questions about daily work should be submitted to teachers by 12:00 p.m. to give them time to respond so the student can meet the assignment deadline.

### **Q: What should I do if I am having trouble accessing material?**

**A:** Many of our teachers and students are engaging in remote learning for the first time, so please contact the teacher and have patience.

### **Q: What do I do if I need technical support?**

**A:** Alistair Slaughter [asslaughter1@cps.edu](mailto:asslaughter1@cps.edu)