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December 14, 2022

Dear Parents/Guardians:

CASA Charter School has been approved by the Pennsylvania Department of Education (PDE) to utilize Flexible Instruction Days (FID). Flexible Instruction Days are an alternative form of instruction in place of a day otherwise cancelled due to inclement weather or building emergency. PDE will count this as a full day of school. We are able to use a maximum of five (5) FID for this school year. On a FID, students will complete learning assignments, provided by their teachers, at home. Using a FID will allow us to provide educational opportunities and school-related services, and not have to make-up the closure at a later date.

Below you will find specific information related to the procedures and policies we will utilize on the Flexible Instruction Days.

**How will parents/guardians and students be notified that a FID will be used on a specific date?**

When school is closed due to inclement weather or building emergency, families will be notified that CASA is utilizing a FID via our email and phone all-call system. Additionally, closure information will be posted on local television stations (WGAL Channel 8, WHTM Channel 27, WHP Channel 21, WPMT Channel 43, CW 15), as well as the school's website and social media accounts (Facebook and Instagram).

**What should students do on a FID? Where will they find their lesson materials? When will the FID assignments be due?**

Similar to a virtual learning day, students should log into Canvas and CAOLA to complete the daily lessons created by their teachers. **They should first sign the attendance form by 8:30 a.m.**, then complete their live-taught academic and art course assignments. All of these lesson materials will be located on Canvas. Assignments will be rigorous learning experiences and will most likely be a continuation of the current unit of study. Students are also expected to complete at least one CAOLA lesson in each assigned class.

Due dates for FID assignments are at the discretion of each teacher. Some assignments will need to be completed and submitted on the day of the FID, while others may be collected upon return to school following the FID.

If students have questions about their assigned lesson on a FID, they should email their teachers. Teachers will be available between 8:00 a.m. and 3:00 p.m. via email.

**What happens if a student does not complete the FID assignments?**

Students who do not complete their FID assignments will lose the point value for those assignments. This loss of points could negatively impact a student's marking period grade.

**What if a student is ill or having a technology issue (power/Internet outage or computer broken) on a FID? Who should be notified?**

If a student is feeling ill or having a technology issue, the parent/guardian should contact Mrs. Shellenberger via email at [mshellenberger@casa-arts.org](mailto:mshellenberger@casa-arts.org) or by phone at 717-732-8450. The notification about the student's illness or technology issue should occur on the FID, if possible. Upon return to school, the student will need to provide a note that meets the requirements outlined in the school's attendance policy.

Students who experience an excused illness or technology issue will have three school days following the FID to submit FID assignments.



Capital Area School for the Arts  
Charter School

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**Will there still be make-up dates built into the school calendar?**

Yes, make-up dates will continue to be built into the school calendar. A FID is an option that may be used in place of one or more cancelled school days, but may not be used for more than five cancelled school days in a given school year.

**Will extracurricular activities still occur on a FID?**

No, all extracurricular activities such as rehearsals, after-school events, club meetings, etc. will be cancelled on a FID. No students should be present at the school building on a FID.

**What if a student needs access to support services (Special Education, Counseling Services, or Health Services) on a FID?**

If a student needs assistance in one of the areas listed below, they should contact the person(s) identified via email. The staff member will then return the contact via email to provide needed supports.

**Special Education** – Mr. Shickley, [ashickley@casa-arts.org](mailto:ashickley@casa-arts.org) or Mrs. Werner, [kwerner@casa-arts.org](mailto:kwerner@casa-arts.org)

**Counseling Services** – Mrs. Baker, [cbaker@casa-arts.org](mailto:cbaker@casa-arts.org)

**Health Services** – Nurse Stillwater, [astillwater@casa-arts.org](mailto:astillwater@casa-arts.org)

If you need more information on Flexible Instruction Days, please contact the school at 717-732-8450. Thank you.

Sincerely,

Mr. Timothy R. Wendling  
CEO/Principal