

Capital Area School for the Arts Charter School

Memo

DATE: September 7, 2022

SUBJECT: Virtual Learning Days

TO: Parents / Guardians

FROM: Timothy Wendling, CEO/Principal

On virtual learning days (9/16/22, 10/21/22, 12/9/22, 1/27/23, 3/24/23, 5/5/23), 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 virtual learning day assignments are at the discretion of each teacher. Some assignments will need to be completed and submitted on the virtual learning day, while others may be collected upon return to school following the virtual learning day. If students have questions about their assigned lesson on a virtual learning day, 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 virtual learning day assignments?

Students who do not complete their virtual learning day 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 or by phone at 717-732-8450. The notification about the student's illness or technology issue should occur on the virtual learning day, 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 illness or technology issue will have three school days following the virtual learning day to submit those assignments.

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 or Mrs. Werner, kwerner@casa-arts.org

Counseling Services – Mrs. Baker, cbaker@casa-arts.org

Health Services – Nurse Stillwater, astillwater@casa-arts.org

If you have questions, please contact the school at 717-732-8450.