



Capital Area School for the Arts  
Charter School

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November 13, 2020

Dear CASA Families:

During the fully virtual model, students will continue to use the hybrid schedule that they received at the beginning of the 2020-21 school year. This schedule is not the same schedule that is listed in PowerSchool, but was a sticker they received in their agenda book on the first day of school, or in an email if they were participating in the virtual option. If a student needs another copy of this schedule, they should contact Mrs. Rhinehart at [arhinehart@casa-arts.org](mailto:arhinehart@casa-arts.org).

When in the fully virtual model, all students will be expected to follow their daily hybrid schedule. ***All students, including those who were previously fully virtual, will be expected to attend Zoom classes on the designated days identified below.***

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9<sup>th</sup> and 10<sup>th</sup> grade students will attend Zoom sessions with their live-taught teachers according to their hybrid schedule. They should complete CAOLA courses during the periods of time they are not attending a live-taught Zoom session.</p> <p>11<sup>th</sup> and 12<sup>th</sup> grade students will learn virtually utilizing Canvas and CAOLA for their lessons.</p>	<p>9<sup>th</sup> and 10<sup>th</sup> grade students will attend Zoom sessions with their live-taught teachers according to their hybrid schedule. They should complete CAOLA courses during the periods of time they are not attending a live-taught Zoom session.</p> <p>11<sup>th</sup> and 12<sup>th</sup> grade students will learn virtually utilizing Canvas and CAOLA for their lessons.</p>	<p>All students will learn virtually. Students will be able to contact their live-taught teachers with questions and Zoom during scheduled office hours.</p>	<p>11<sup>th</sup> and 12<sup>th</sup> grade students will attend Zoom sessions with their live-taught teachers according to their hybrid schedule. They should complete CAOLA courses during the periods of time they are not attending a live-taught Zoom session.</p> <p>9<sup>th</sup> and 10<sup>th</sup> grade students will learn virtually utilizing Canvas and CAOLA/ALEKS for their lessons.</p>	<p>11<sup>th</sup> and 12<sup>th</sup> grade students will attend Zoom sessions with their live-taught teachers according to their hybrid schedule. They should complete CAOLA courses during the periods of time they are not attending a live-taught Zoom session.</p> <p>9<sup>th</sup> and 10<sup>th</sup> grade students will learn virtually utilizing Canvas and CAOLA/ALEKS for their lessons.</p>

Zoom sessions will begin based on the periods below. Students should follow their hybrid schedule and attend their assigned teacher's Zoom session during that set time. Zoom links are available in every teacher's Canvas course. Students who have a CAOLA or ALEKS course on their schedule should not attend Zoom sessions, but should work independently on their CAOLA or ALEKS courses during that period. Below is the bell schedule with each period's start and end time noted. Please use this and the student's individual schedule to identify the time a student should be logging in to a certain teacher's Zoom session.

#### Daily Bell Schedule

Period 1	8:00 a.m. – 8:52 a.m.
Period 2	8:55 a.m. – 9:39 a.m.
Period 3	9:42 a.m. – 10:26 a.m.
Period 4	10:29 a.m. – 10:59 a.m.
Period 5	11:02 a.m. – 11:13 a.m.
Period 6	11:16 a.m. – 11:46 a.m.
Period 7	11:49 a.m. – 12:00 p.m.
Period 8	12:03 p.m. – 12:33 p.m.
Period 9	12:36 p.m. – 1:20 p.m.
Period 10	1:23 p.m. – 2:07 p.m.
Period 11	2:10 p.m. – 2:55 p.m.

Students will be expected to be on time for their Zoom sessions. Students should come prepared with necessary materials for learning (pen/pencil, notebook, etc.) and will also be utilizing digital materials on Canvas. Students should identify a quiet place where they can work and participate in their Zoom lessons. Students are expected to be actively participating with their cameras on so the teacher can engage them in the lesson. The daily lesson will consist of a variety of educational strategies, but will closely mirror activities and lessons that they would experience in their classrooms at CASA. Due dates for activities such as classwork, homework, and/or projects will be at the discretion of each teacher based on the content and course pacing.

On the days when students are learning virtually, they should continue to work through their classes like they have on virtual learning days during the past marking period. Students are encouraged to prioritize their academic courses first, then their art courses, and finally their CAOLA/ALEKS courses. Students who need assistance completing assignments should reach out to their live-taught teachers via email or via Canvas. Teachers will respond to students in a timely manner in order to provide assistance and support. Special Education students are encouraged to contact their teachers, and/or Mr. Shickley at [ashickley@casa-arts.org](mailto:ashickley@casa-arts.org). For CAOLA content support, students should contact their CAOLA teachers through the system. All staff members are available on Wednesdays for Zoom sessions for individual tutoring and support. Please contact those individuals for specific tutoring times or to make an appointment.

#### **1. How is student attendance determined during the fully virtual model? What if my child is sick or has an appointment? What if we experience an issue with our technology?**

***Student attendance in the school-wide virtual model is based on student attendance in their scheduled Zoom sessions and assignment completion.*** Students must attend the Zoom sessions with their live-taught teachers on their scheduled days and actively participate in the daily lesson. On days when students do not participate in scheduled Zoom sessions, students must sign in to Canvas and CAOLA/ALEKS and complete their assignments, or demonstrate progress if completing a multiple-day assignment. If assignments are not submitted and/or a student does not work in their CAOLA/ALEKS classes, that student will be marked absent from that class for the day. In addition, if assignments are not submitted for **three or more classes**, the student will be marked absent for the entire day. Parents must submit absentee notes for students who are unable to attend Zoom sessions or complete virtual assignments on any given day. Teachers will be notified of excused student absences. Students must submit all virtual assignments by the due date for full credit. If assignments are submitted after the due date, they

can receive a maximum grade of 75% for the assignment. If they are able to submit late assignments prior to the weekly attendance update, they will not be marked absent on that date. Attendance for virtual learning will be logged weekly by administration. Due dates for live-taught assignments will be at the discretion of CASA teachers. CAOLA due dates will be based on the weekly benchmark chart and be checked every Wednesday by 8:00 a.m.

Parents and guardians should notify Mrs. Chambers at [vchambers@casa-arts.org](mailto:vchambers@casa-arts.org) when their child is sick, has a scheduled appointment with a medical/dental/mental health professional, or has an approved educational field trip. These will all be considered an excused absence and the student will have time to make-up assignments. Students who experience technology issues or extenuating circumstances which may conflict with their ability to complete assignments should contact Mrs. Rhinehart, at [arhinehart@casa-arts.org](mailto:arhinehart@casa-arts.org) to discuss accommodations.

For more specific details about attendance and virtual learning, please view the Attendance Policy Video on our website at [www.casa-arts.org](http://www.casa-arts.org).

**2. What is the schedule for upcoming weeks that are not a full five (5) days?**

***Please use the calendar information below for the second marking period. If the date states your child is “in-person” but we are utilizing the fully virtual option, your child should attend Zoom sessions for that date.***

Monday, November 23, 2020	Grades 9 & 10 in-person, Grades 11 & 12 virtual
Tuesday, November 24, 2020	Grades 9 & 10 virtual, Grades 11 & 12 in-person
Wednesday, November 25, 2020 through Monday, November 30, 2020	No School
Tuesday, December 1, 2020 and Wednesday, December 2, 2020	Grades 9 & 10 in-person, Grades 11 & 12 virtual
Thursday, December 3, 2020 and Friday, December 4, 2020	Grades 9 & 10 virtual, Grades 11 & 12 in-person
Monday, December 21, 2020	Grades 9 & 10 in-person, Grades 11 & 12 virtual
Tuesday, December 22, 2020	Grades 9 & 10 virtual, Grades 11 & 12 in-person
Wednesday, December 23, 2020	All students virtual (1/2 day)
Thursday, December 24, 2020 through January 1, 2021	No School
Monday, January 18, 2021	No School
Tuesday, January 19, 2021 and Wednesday, January 20, 2021	Grades 9 & 10 in-person, Grades 11 & 12 virtual

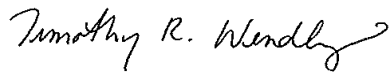
Thursday, January 21, 2021 and Friday, January 22, 2021

Grades 9 & 10 virtual, Grades  
11 & 12 in-person

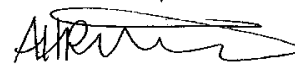
Keeping students and staff members safe, and providing challenging and engaging educational opportunities are our two guiding principles. We are grateful for your cooperation during the pandemic and we will continue to follow the CDC, DOH, and PDE guidelines and recommendations, along with our Health and Safety Plan. Thank you.

If you have any questions, please call 717-732-8450.

Sincerely,



Timothy Wendling  
CEO/Principal



Amanda Rhinehart  
Assistant Principal