

**May 11, 2020**

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**Good Morning Parents, Guardians, Faculty and Staff,**

It was great to back to school last week! Finally, a sense of normalcy and it was great to speak with teachers, students and administrators. Last week was teacher and nurse's appreciation week and I was really impressed with the evolution of their online learning teaching. This experience is changing the way instruction is being delivered and once we get back to brick and mortar schooling, I am positive that they will be incorporating their new skills into the classroom.

As a reminder there is a regularly scheduled School Board meeting on Tuesday beginning at 6:00 p.m. The link will be provided on the school district website early next week.

**Superintendent Search Survey:**

As you are aware, the Coatesville Area School Board (CASB) had begun the search for a superintendent of schools, when the process was interrupted by the mandatory closure of all schools in the commonwealth. We are pleased to announce that the School Board has resumed the search and is hopeful to announce the next superintendent by the end of June.

However, as a result of the mandatory closure, several of the scheduled focus groups to gather staff, parent and community input were cancelled. While we will still use the information gathered from the focus groups that we were able to hold, the CCIU and School Board is also seeking community input through a superintendent search stakeholder survey.

We are asking the CASD community to take a moment and complete an electronic survey in order to provide the School Board with information on the qualities and skills that the community believes the next superintendent of the Coatesville Area School District will need in order to be successful and to maintain and enhance the excellent education our students deserve.

To complete the survey, please go to:

<https://www.surveymonkey.com/r/CASDSuptSearch>

The link will take you to a survey created and maintained by the Chester County Intermediate Unit. Please complete the survey by Wednesday, May 12.

The survey results will be added to the focus group data and compiled together to guide the School Board during the search process.

## Meal Pickup and Order Process:



Coatesville Area School District wants to ensure that all children are receiving food service during this school closure due to COVID 19. We will continue to offer free breakfast & lunches to ALL students (*even if your child attends charter*) in our community.

In order to protect our community, staff, and volunteers we will be making a few changes to our process starting on May 4th. These changes will be as follows:

- Families **MUST** preorder meals ahead of time by either ordering online or in person.
- Distribution of the meals will be done once a week on Wednesdays from 10:30 am – 12:30 pm. A weeks' worth a food will be given to each preordered student.
- Families will then pick them up at one of three (3) locations.
- **WEST END:** Families that have been picking up meals at the West End location will be assigned to pick up their meals from CASH.

### **Two ways to place a preorder:**

1. [Order online](#)
2. **IF you do not have internet access** - A physical form will be given out each week at pick up. Please make sure to fill out this form and give it to a volunteer before you leave pick up.

### **How to place an order online:**

- Click this link to access our [pre-order form](#)
- Enter ALL REQUESTED information on the form
- Click 'Submit'
- Pick up your meals between 10:30 am and 12:30 pm at CASH, Scott or Rainbow for each day that you selected. **Note:** *If someone is picking up for you, please give them the correct "Parent Name". They will not be able to pick up if your name is not on the list.*

### **Details on Pick up:** ALL LOCATIONS ARE CURBSIDE (*please do not get out of your car*)

**CASH:** 1445 Lincoln Hwy E, Coatesville, PA 19320 – Drive up to the gymnasium entrance and will be asked your name to match the pre-order list. Once confirmed a volunteer will grab your breakfast and then directed to pull up to the Auditorium entrance to pick up your lunch. Volunteers at both locations will deliver your meal(s) right to your car.

**Scott:** Sterling Street, Coatesville, PA 19320 – Pick up are at the **BACK** of the building on Sterling Street. Drive up to the cafeteria entrance where volunteers will be waiting to take your name so it can be matched to the pre-order list. Once confirmed, volunteers will place your meals in your car.

**Rainbow:** 1113 W Lincoln Hwy, Coatesville, PA 19320 –When you enter Rainbows parking lot, keep to the right. **THIS IS OUR BUSIEST LOCATION**, so please be patient as there may be a line. A volunteer will meet you at your car, please let them know that you preordered for this location and give them your name. A volunteer will then bring your meals to your car.

*In observing good social distancing practices, kindly wait in your car until the people in front of you finish before approaching the table.*

**West Chester Food Cupboard:**

The West Chester Food cupboard has started serving individuals and families outside the West Chester Area School District. Please use the attached link for food distribution information.

<https://westchesterfoodcupboard.org/>



West Chester Food Cupboard – Because no one should go hungry!

The West Chester Food Cupboard is a 501(c)(3) nonprofit corporation, donations to which may be tax deductible to the extent allowed by law. The official registration and financial information of the West Chester Food Cupboard may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999.

[westchesterfoodcupboard.org](http://westchesterfoodcupboard.org)

**Classroom Observations with Dr. MacNamara:**



I had the wonderful opportunity to visit Mrs. Eberly’s Early American History virtual session last week. Her students were working on several assignments which included content from the Trail of Tears and the Manifest Destiny. With respect to the Manifest Destiny, the purpose of the assignment was to introduce the students to a new unit in a fun way. The students watched a video of Mrs. Eberly introducing the content which included viewing images of the inside of prairie schooners. Next, Mrs. Eberly had the students measure off a 4 foot by 10 foot space in their living room in order to gain a better understanding of the small space entire households and families had to live in within that

time period. Additionally, Mrs. Eberly had the students imagine the hardships of traveling across the country. This activity got the students thinking about the essential supplies and what they needed to pack in order to survive the journey to start a new life. They were to write these supplies down in a Google document and explain why they needed them. For extra credit, students could research Oregon Trail recipes that the pioneers cooked on while on the trail. The students took pictures of what they made, shared it with their families, and recorded what they learned regarding the overall hardships of traveling West. Please see picture below of one student's homemade cornbread made in an iron skillet to mirror what pioneers used and experienced in that time period.

### **Working Papers:**

**Website:** <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Pages/Work-Permits-for-Minors.aspx>

### **How does a student apply for a work permit, given social distancing requirements?**

L&I has waived the in-person requirements of the work permit process for the remainder of the 2019-20 academic year and while the Governor's stay at home order is in effect.

The steps below describe the temporary modified procedures.

1. The student will download and complete the electronic Work Permit application from the PDE website. Students unable to access the electronic application should call or write to the school district to request that a paper application be mailed to them.
2. The student's parent or legal guardian electronically signs the PDF or signs the paper application.

NOTE: Not all students need approval from a parent or guardian to apply for a work permit. For example, no signature is required if the minor provides official proof that they have graduated high school. More information about these exceptions is available on the Pennsylvania Child Labor Law section of PDE's website.

3. The student attaches any required documents, such as a proof of age document, to the completed application and submits it to the school district.
  - o If applying electronically, the student may attach digital copies, such as a scan or digital photograph.
  - o If applying by mail with a paper application, the student should include photocopies of the required documents.
  - o If an applicant is unable to provide a required document with their application, they can present it to the school district issuing officer at the next stage of the process.

A list of required documentation is found on the Pennsylvania Child Labor Law section of PDE's website. Please be aware that all required documentation must still be submitted and reviewed; the temporary change relates only to the format in which those documents may be submitted to, and accepted by, the school district.

4. Upon receipt of the application and documentation, the issuing officer at the school district schedules an appointment with the student that adheres to social distancing guidelines.

Appointments may be held virtually by way of videoconference. Social distancing also could be observed with a solid barrier between the issuing officer and applicant, such as a closed car window or clear glass door.

The purpose of the appointment is to enable the applicant to "appear before" the issuing officer, in accordance with the Child Labor Act, while following social distancing guidelines. It also enables the issuing officer to verify a proof of age document if one is required but the student was not able to provide a copy with the application.

5. The school district issuing officer ensures that all the documents required by law have been examined, approved and filed, and all conditions and requirements for issuing a permit have been fulfilled, and then mails to the minor a wallet-sized, paper work permit bearing a number, the date of issuance, and signature of the issuing officer.
6. The student signs the work permit when received and shows it to the employer, who makes a copy for their records. The student retains the original work permit.

### **Student Chromebooks and Emails:**

The following Tabs are already included on student Chromebooks as tabs:

Each student chromebook has tabs that help direct them. The tabs are as follows:

- CASD Website Homepage ([www.casdschools.org](http://www.casdschools.org))
- Technology/Student Handbook (<https://tinyurl.com/CASDStudent1to1>)
- Student Outlook pw Reset directions (<https://tinyurl.com/CASDstudentHelp>)
- Sign into your Microsoft email (<https://login.live.com/>)
- BSD Online/Home page (<https://app.bsd.education/>)

Below is the format for student emails

- Username = (studentid)@casdschools.org EX. [987654321@casdschools.org](mailto:987654321@casdschools.org)
- Password = (assigned by Technology or reset by student)
- Email can be assessed by going to office.com and clicking Outlook

Please have your students log on and check this email account for recent updates from teachers and guidance counselors.

### **Online Resources and Technology Help:**

Please click the link below for online resources for virtual learning, including access to BSD. Also, see the link below to access the technology page with helpful tips and How To's.

[CASD Parent Resources](#)

[Technology Help](#)

## **Pennsylvania's Children's Health Insurance Program (CHIP):**

Because of the economic downturn some families may possibly lose employment and health coverage. We anticipate people needing information regarding the CHIP program. The CHIP program does not have a contract period, it can be used as stop gap coverage between employment. [Here is the link](#) to CHIP information.

## **AP Exams:**

### **Exam Updates**

- For the 2019-20 AP Exam administration only, they are developing secure 45-minute online exams for each course.
- Students will be able to take these streamlined exams on any device they have access to—computer, tablet, or smartphone. Taking a photo of handwritten work will also be an option. They can take the exams at home.
- Exams will be given from May 11 -22. The full exam schedule can be found [here](#).
- Make-up test dates will be available for each subject from June 1-5
- Each subject's exam will be taken on the same day at the same time, worldwide
- Details of the exam formats can be found [here](#), below the exam schedule, but for most subjects, the exams will be 45 minutes long, plus an additional 5 minutes for uploading. Students will need to access the online testing system 30 minutes early to get set up.
- A great resource for learning about this year's AP Exams is [Trevor Packer's presentation](#).
- In late April, we'll provide AP students and educators with information on how to access the testing system on test day, and video demonstrations so that students can familiarize themselves with the system.

### **AP Review Classes**

- Students and teachers now have access to [free, live AP review lessons](#), delivered by AP teachers from across the country. These optional, mobile-friendly classes are designed to be used alongside work that may be given by schools.
- Starting April 10, students will see a new Optional Student Practice section that includes the most relevant FRQs to help them practice the concepts and skills that will be tested in May 2020. They can answer these in any order and will have an opportunity to review how each question will be scored before they submit.

## **Instruction for Chromebook Pickup/Repair:**

The technology department has added more dates and times for Chromebook pickup. Will be offering pickups on April 20<sup>th</sup> and 21<sup>st</sup>, with time slots from 9:00 am to 3:00 pm. Appointments will be set up by date and time only, no unscheduled walk-ins will be permitted. One person will be permitted to pickup/drop off devices during the scheduled Date/Time at our Coatesville Area School district office, 3030 C.G. Zinn Road, Thorndale. If returning a broken device, please place it in the box marked 'Returns'. Please fill out one form for each device. If you have additional questions about Chromebook pickup/drop off, please contact [IThelpdesk@casdschools.org](mailto:IThelpdesk@casdschools.org). Thank you!

Link to schedule a Chromebook appointment: <https://forms.gle/PkRcTng5yrj2TYHM8>

## **YMCA Helpful Links:**

These links have been provided from our YMCA Executive Director LaKeisha Harris. Their staff have started uploading videos to encourage movement and time together with you and your family. You do not need to be a member to do any of the virtual adventures online. It is free and open to the community. They are open to anyone and are family friendly as we are working hard to stay connected during this unprecedented crisis.

### **Fitness & Wellness**

[Pilates with Jackie](#)

[HIIT Workouts](#)

### **Sports & Movement**

[Geocaching 101](#)

[Virtual Gym Class: Basketball](#)

### **Education & Enrichment**

[Activities to Develop Fine Motor Skills](#)

[Local Learning Resources](#)

Sincerely,

Mr. Maloney