



Coatesville Area School District
CAIHS and CASH Virtual Learning Guidance Document

Step 1: Return to Classes and Instruction

We are excited to have our high school students return to school virtually/online. Over the next two weeks teachers will be participating in professional development virtually/online using Building Something Different (BSD) <https://bsd.education/offerings/online-learning-platform/> and Zoom. Teachers are beginning to reach out to families and welcoming our students back to school via email, teacher page, or phone. High school students will begin online/virtual instruction/classes with their teachers on Tuesday, April 14, 2020.

The District will operate on a six-day cycle. Teachers will give students and families updated schedules each week. The rationale for this schedule is to give students and teachers the time necessary to focus on essential content and to give students time to receive the feedback they deserve as we continue to move forward. Students will be directly engaged in a few subjects a day. Please see the chart below indicating the focus areas for each day. Your child's teacher will give you specific times your child should log in. Students will receive instruction and will be provided assignments related to that instruction. Students are expected to complete their schoolwork and teachers will provide information about when assignments will need to be completed. It will be important that students attend their classes through BSD in order to receive teacher instruction and receive information about their assignments. Zoom and Google Classrooms will also be accessible through this platform. Teachers will have scheduled office hours to answer questions or meet with students individually or small groups.

CAIHS and CASH
Grades 9-12

April 14 Day 1	April 15 Day 2	April 16 Day 3	April 17 Day 4	April 20 Day 5	April 21 Day 6
ROTC		ROTC		ROTC	
English	Math	English	Math	English	Math
Science	Social Studies	Science	Social Studies	Science	Social Studies
Health	PE	Health	PE	Health	PE
World Language	Tech ED/ Computer Tech	World Language	Tech ED/ Computer Tech	World Language	Tech ED/ Computer Tech
Music/FCS	Art	Music/FCS	Art	Music/FCS	Art

April 22 Day 1	April 23 Day 2	April 24 Day 3	April 27 Day 4	April 28 Day 5
ROTC		ROTC		ROTC
English	Math	English	Math	English
Science	Social Studies	Science	Social Studies	Science
Health	PE	Health	PE	Health
World Language	Tech ED/ Computer Tech	World Language	Tech ED/ Computer Tech	World Language
Music/FCS	Art	Music/FCS	Art	Music/FCS

Step #2: Wrap up your work from the 3rd Marking Period

The 3rd marking period was set to conclude on March 31, 2020. Because of the recent events and state mandated closure of schools, we've extended the marking period and it will now end on Friday, April 17, 2020. This will give students additional time and an opportunity to complete any assignments that may be outstanding. Students, this means if you owe assignments, you need to speak to your teachers, complete the work and resolve any outstanding issues quickly. The fourth marking period will begin on Monday, April 20, 2020. Any new learning during the week of April 14-17 will be posted to the 4th marking period.

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Step #3: Know and follow the expectations in online/virtual schooling.

Just as was true when you attended school in person, it is important that you know and follow the expectations in virtual/online schooling. Doing so will only increase your success.

- **Students are expected to attend classes and attendance matters!** Starting April 14, 2020, students will be required to check in daily with teachers and access assignments via BSD. Teachers will be taking attendance regularly. It is very important that we can affirm that students are attending virtual classes, receiving instruction, and completing assignments. If students do not attend classes, we cannot in good faith, issue course credit.
- **Assignments will be graded.** Assignments will be graded, and assessments will be given just as they were when you physically attended schools. Your teachers will explain their expectations to you for their class, and they will record grades in Home Access just as they did when you attended school in person.
- **Academic Integrity** All students are expected to do their own work. Students should refrain from artificial means of assistance, such as sharing answers for independent work, using Google to find answers or other practices that compromise their academic integrity.
- **Student Behavior** Students are expected to follow guidelines and procedures set up by their teachers regarding virtual/online etiquette. The student discipline code and technology guidelines will still be enforced.
- **Homework** The idea of homework is more accurately described as the continuation of learning. You will most likely be engaged in both short-term and long-term assignments. Students will have the opportunity to engage in work each day. This includes independent reading. The following are timeframes or guidelines as to how long each assignment should take to complete independently is listed below:

Grades 9-12
Up to 60 minutes per subject per day.

Keep in mind these are just benchmark. Please let your teacher(s) know if work completion is taking significantly longer.

Step #4: Communicate!

Just as it was when you attended school in person, communicating with your teachers is an important part of your success in school. Do your part, work hard, keep connected with your teachers. Doing so will result in a smooth transition to virtual/online school.

- **How do I communicate with my teacher?** Your teachers want and need to see you in class and are here to assist you. Teachers check email regularly (though they may not be able to check at every moment of the day because they are teaching other classes in addition to yours). Teachers will also be holding 'office hours' and you can meet with them virtually during their office hours, or via telephone, at times arranged with the teacher.

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- **Communication with Counselors:** Your counselor will be holding office hours and can also be reached through email and via telephone appointments. Just as was the case when you physically attended school, plan counselor visits around your school classes. If you need to miss class to speak to a counselor, please get permission from your teacher. (See that! Some things are the same whether attending school physically or virtually!)
- **Communication with Principals:** Your principals and assistant principals will be available, should you need them. Because they are supporting teachers, attending meetings virtually, and continuing to work to ensure your success, the easiest way to contact your principal or assistant principals is through email. Just as was the case when you attended school in person, if you have questions about your classwork or classes, it's always a good idea to start by talking to your teacher. If you can't resolve the issue, seeing your guidance counselor can often be helpful. We do know that there are other reasons for which you may need to speak to your building administrator. They are here for you and look forward to connecting with you.

Other Important Information and frequently asked questions:

- **What about athletics and events we had planned, like junior and senior prom? What about graduation?** We know how important these are to you as students, and they are important to your teachers and administrators as well. Our goal is to be able to hold as many of these events as possible, and yet, we know that some of what occurs will be dependent on the rules and guidelines the Governor and Department of Education issue for schools and families. We will keep you informed as we move forward.
- **What if I am currently enrolled in the career and technical programming?** The Technical School is working in conjunction with our school district and in the best interests of our students.
- **What if I am a senior and I still need to provide my college or future employer with transcripts or other information.** Our counselors will be working and will continue to support you just as they always have. They care deeply about your future and are committed to help you just as they did when you attended school in person. Do not hesitate to reach out to your counselor if you have questions or need assistance. Many colleges and universities across the country are going through this experience just like we are, and they understand the constraints schools are facing.
- **What if I am having an issue with my laptop?** You can email our helpdesk at IThelpdesk@casdschools.org. Our technology department is working hard to assist and handle the many calls and emails that they are receiving. Please be patient and they will get back to you.
- **What about the Keystone Exams (KE), the annual state assessments given in Biology, Algebra, and Literature?** The KE tests have been canceled for this year. We do not yet have specifics about how this cancellation will affect future graduation requirements for students in 9th and 10th. As soon as we receive information about the future graduation requirements; we will share them with students and parents.
- **What about AP exams?** The College Board has been working on an alternative plan to deliver AP tests this year. Your Principal and teachers will communicate those plans directly with students. You may also visit the College Board website for additional information.

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- **Will students earn full credit for this year?** Teachers have carefully reviewed the curriculum framework documents and will adjust instruction so that students will be prepared to advance to the next grade level. However, for that to happen, students must attend their assigned classes and complete their required work for the remainder of the year (whether that is virtual/online, or if we physically return to school at some point). If students are not completing work or attending scheduled classes, teachers and counselors will be contacting parents regarding their concerns.
- **What will be the last day of school for students?** At this point, with the information provided to us by the Governor and Department of Education, the district expects the last day of school to be June 11, 2020. We do realize that we could receive word from the Governor or the Pennsylvania Department of Education that could change this.
- **What if I have additional questions?** Students specific questions should be sent to your classroom teacher. Parents may contact their child's teacher or Principal via email.

• **Resources**

- **Where can I find resources to help me with my assignments?** Your teachers will share resources with you on their teacher page. You can continue to use online resources that you were using before the mandated closure such as, CPM.