

**CONEMAUGH TOWNSHIP AREA MIDDLE & SENIOR HIGH SCHOOL**

300 West Campus Avenue, P.O. Box 407  
Davidsville, Pennsylvania 15928  
Telephone: (814)479-4014  
Facsimile: (814)479-2038

**JAMES T. FOSTER**  
PRINCIPAL

**JAROD T. FEATHERS**  
ASSISTANT PRINCIPAL

November 3, 2020

Dear Parents and Guardians,

As we continue to progress through the school year, the district must continue to prepare for potential school closures. We have been focused and working diligently to prepare for such an event. With the technology that we now possess, we are capable of delivering face-to-face instruction through digital media. Should we be forced to enter into any type of closure, we will utilize Google Classroom, Zoom and/or Google Meetings as our main platforms of communication and presentation to and with our students. Students will access these classroom assists through the utilization of a digital device that has live video, a microphone and the device should have a keyboard. The Middle & Senior High School did conduct a survey with the students in the month of September regarding device availability at home. As a result of the survey, we have loaned over 200 devices out to students for their use in preparation for a potential school closure. Should your child still have a need for a device, please contact my office at 814.479.4014 to have your name placed on a wait list. If a closure occurs, we would distribute additional Chromebooks to families who are on the wait list as soon as possible. Additionally, internet access is a must have on your behalf. It has been shared that the Hollsopple Senior Center/Library has set up a wireless hotspot that district residents can utilize in case of a closure.

Should the Middle & Senior High School be forced to close for a time period greater than two school days, we will institute our Synchronous learning model that we are currently utilizing with some of our current students. Upon the initial day of closure, students would simply complete all assignments that are listed within each of their teacher's Google Classrooms. Any days after the first day would require your child to log into each of his/her teacher's Zoom/Google Meetings for live period by period sessions that would mirror a regular school day. Students are expected to be present for each of their classes through their entirety (students will not have to log into live classes for Phys. Ed., lunch, Enrichment or Study Halls). The Phys. Ed. teachers have provided students with special instructions on student expectations during any type of shut down period. All classes at the Middle & Senior High School are live and will not be recorded. Failure to be a part of a class will result in an absence. Recorded versions of the lessons will not be produced. All instruction and interaction will be live, following a typical school day. Should your child be experiencing difficulties logging in, please call the High School office at 814.479.4014 immediately.

The schedule that will be utilized can be found in the student handbook on page 9. A digital version of the handbook is also available on our website under the student section of the Middle & Senior High School page.

Should we be forced to transition to the Synchronous Learning model, we have expectations of our staff and students. To gain an understanding of these expectations, please review the attached Synchronous Learning expectation sheet (pg. 2) and review them with your child to best prepare for educational changes with a closure.

Thank you for your attention to this matter and for your cooperation and understanding with all of the challenges that we have faced to this point and on taking on the unforeseen challenges that await us.

Sincerely,

James T. Foster  
Conemaugh Township Middle and Senior High School Principal.

**AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Conemaugh Township Area School District not to discriminate in employment or program services on the basis of race, color, national origin, religion, gender, age, veteran's status, sexual orientation or identity, disability or limited English proficiency.

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### Materials needed for Synchronous Learning:

- Any distributed textbooks, workbooks or other books that were provided to your child on a class by class basis. If materials have been left at the school that need distributed in order to successfully continue the remote educational process, you may contact the school to set an appointment to gather such materials.
- Computer or Chromebook device that has a keyboard, functional camera and operable microphone system
- Internet accessibility - as an fyi... The Holsopple Senior Center/Library is offering their internet access as a hotspot for those who do not have access to the internet.
- Google Classroom Accessibility through their school issued Google accounts
- Zoom/Google Meet passwords that are located in each of their teacher's individual pages on our website

### Operations and Expectations:

- Students will follow their typical regular bell schedule. Classes will be 42 minutes in length with a variety of instructional strategies and techniques utilized.
- Students are expected to log into each teacher's live classroom via the platform to which the instructor affords - Google Meeting or Zoom.
- Students will log into each teacher's Zoom or Google Meet classroom for each period of the day aside from Study Halls, Lunch, Enrichment and Physical Education. Physical Education teachers have instructed the students on their daily expectations within their Google Classroom that involves journaling physical activity on a daily basis.
- Students are expected to be seen and heard throughout the class to be considered present. Failure to do so places the daily graded items in jeopardy of receiving an assigned grade of a zero on any and all assignments.
- Should a teacher be absent due to illness, the live Zoom/Google Meet sessions will not occur. However, students will be expected to access that teacher's Google Classroom and complete any and all assignments that the teacher has listed within the time frame that the teacher has identified.

### Attendance and Excuses:

- Daily attendance will be taken in half day increments. Periods 1-4 and periods 5-8 represent each half independently. Should a student miss a class in either half, they will be charged with a half day absence. If your child is experiencing difficulty logging into a particular class, he/she must call the Middle and High School office to make school personnel aware of the difficulties that he/she is experiencing. The contact number for the Middle and High School office is 479-4014.
- In order for an absence to be considered excused, the office must receive an email from the parents registered email that we have collected on the emergency cards that were collected at the beginning of the school year. Emails relating to absences must be sent to: [hsattendance@ctasd.org](mailto:hsattendance@ctasd.org)

### Grading Scale and Assignment of Student Grades:

- The student grading scale will not be a Pass/Fail assignment. Grading will be structured based on the scale under typical school operations 92-100% A, 82-91.99% B, 72-81.99% C, 62-71.99% D and grades below a 62% reflect failing.
- Traditional forms of evaluation, such as tests and quizzes, may be presented orally by a District employee through Zoom or Google meeting. Some forms of evaluation may have time restrictions that parallel that of a traditional classroom setting.
- Any and all graded materials must meet the deadlines that are established by the individual instructor(s). Failure to meet the established deadlines will result in resorting to the individual instructors classroom rules and expectations.
- The procedures for academic integrity and plagiarism will be followed for all students. Student work is expected to be his/her own work. Students are not permitted to share any documents, completed or semi-completed work, projects, or any evaluatory item provided by a Conemaugh Township Area School District employee. Plagiarising or jeopardising academic integrity will result in the assignment of a zero on any given assignment.

### AN EQUAL OPPORTUNITY EMPLOYER

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**Contacting Teaching Staff:**

- Each teaching staff member has a phone extension that can only be reached through contacting the office. Secretaries can direct your call to each individual teacher's direct extension. Expect the staff member to return your call during his/her prep period or during their assigned Enrichment period.
- Each staff member's email address can be found on their individual web page. Feel free to contact your teachers via email at any time.

Any and all district property that is released for individual student use during a shutdown is expected to be returned in the same condition to which it was distributed. Failure to meet this expectation will result in fines that are assigned to the degree of damage to the distributed item(s). Lost items will be assessed a fee that provides for replacement of the lost item(s).

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