



Cabot Public Schools

CPDA Digital Instruction Expectations

2020-2021

CPDA Expectations/Guidelines		
The focus for this Plan is to begin instruction for the year while in a remote setting, establish relationships with students, and provide high-quality, remote learning for students.		
Key description: Remote instruction utilizing Google Classroom. Building relationships is essential!		
K-6		
Chromebook and Supply Distribution	Webpage announcements, social media, emails and phone calls from homeroom teachers	<ul style="list-style-type: none"> ● Set up technology distribution sites on various dates to make sure that all students have access to technology. (work with tech to set up location and dates) <ul style="list-style-type: none"> ○ Potential of running bus routes for device distribution.
Communication	Newsletters , Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> ● Must have contact with every student 5x week (3x per teacher in a departmentalized situation) <ul style="list-style-type: none"> ○ Must have a minimum of 3x Google Meet per week ○ Other two can be via any combination of Google Meet, email, phone call, and other communication means ● Teachers should send out bi-weekly updates (minimum 2x per month) via email ● Teachers will keep parent and student contact log [Model Log] ● Teachers will ask parents to sign-up for their Google Classroom updates
Curriculum	Implementation of current CPS curriculum	<ul style="list-style-type: none"> ● Focus on Core subjects and essential standards <ul style="list-style-type: none"> ○ IIFs working on essential standards “Big Rocks”, nine-weeks pacing, and common formative assessments to support consistency across buildings ● Wit and Wisdom In-Sync, In-sync Eureka Math, and Generation Genius for Science. ● Instruction to be delivered through a combination of Google Meet, videos and assignments
Technology	Google Classroom	<ul style="list-style-type: none"> ● Instruction will be implemented via Google Classroom utilizing a combination

		of Google Meet, videos and assignments	
	Chromebooks	<ul style="list-style-type: none"> Newsletters, Emails, Phone Calls, Google Meet, Google Classroom 	
Instructional Time	Complete Direct Instruction time allotted per week	<ul style="list-style-type: none"> 2-5 hours per week Schedule will depend upon staffing arrangement <ul style="list-style-type: none"> Google meets must be scheduled in each K-6 building to ensure multiple grades are NOT meeting digitally at the same time 	
Contracted Hours	Standard	<ul style="list-style-type: none"> CPDA staff will follow the same contracted hours for being on-campus as their on-site colleagues 	
Student Work Time		<ul style="list-style-type: none"> 2-5 hours per day 	
Assessment		<ul style="list-style-type: none"> Common Checkpoint Assessments based on essential standards MAP Growth will be used by classes in grades K-6 Assessments will be administered by digital teacher, APIFs, IIFs, RIs, MIs, CPS Curriculum Team, in whatever combination is needed. 	
Parent Tech Classes	Online	<ul style="list-style-type: none"> Google classes offered for parent to enroll in virtually Video library set up for parents on navigating their student's Google Classroom 	
Attendance	Taken Daily	<ul style="list-style-type: none"> Taken daily through participation in classroom activities, meetings, or discussions. <ul style="list-style-type: none"> Could change based upon DESE guidance Daily participation (synchronous or asynchronous) will be recorded in eSchool 	
Grading		<ul style="list-style-type: none"> In grades 5-6 <ul style="list-style-type: none"> Assignments/tasks should be completed by their scheduled due date and time to be eligible for full credit. No credit will be given for assignments/tasks completed beyond 48 hours past assigned due date and time without prior approval. 	
Learning Management System (LMS)	Google Classroom	<ul style="list-style-type: none"> All students K-12 will use Google Classroom as their learning platform. 	

SPED		<ul style="list-style-type: none"> SPED staff will follow the guidelines of the building administrator. If there are specific guidelines or directions that would deviate from this, Mrs. Ward will notify those staff members. 	
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> Build relationships!!!! Chromebook Introduction Social Media Guidelines Norms of Online Meeting Google Classroom Introduction 	
7-12			
Chromebook Distribution	Webpage announcements, social media, emails from Liz to families	<ul style="list-style-type: none"> Set up technology distribution sites on various dates to make sure that all students have access to technology. (work with tech to set up location and dates) 	
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> Must have contact with every student 3x week <ul style="list-style-type: none"> Must have a minimum of 1x Google Meet per week Other two can be via any combination of Google Meet, email, phone call, and other communication means Teachers will ask parents to sign-up for their Google Classroom updates Teachers MUST send out class updates via email, at least 1x month. Teachers MUST keep parent contact log [Model Log] Teachers must provide a syllabus of their course to students/guardians. <ul style="list-style-type: none"> Should also be available on Google classroom/website 	
Curriculum	Implementation of adapted current CPS curriculum	<ul style="list-style-type: none"> Teachers will work to create short (5-20 minutes) videos of current content to upload to Google Classroom for students to access either as a review or to preview content Teachers should produce a minimum of 3 videos per week Teachers will work with digital-teaching peers, administrators and curriculum coordinators to ensure that the combination of videos, materials, and other activities does not exceed 3-5 hours per week. 	
Technology	Google Classroom	<ul style="list-style-type: none"> Google classroom will be used beginning Day 1. 	

	Chromebooks	<ul style="list-style-type: none"> All students will receive a Chromebook. Chromebook distribution will take place during Open Houses. Schools will work with technology to develop roll-out schedules. 	
	Additional digital resources	<ul style="list-style-type: none"> Digital textbooks, calculators, specific subject area program licenses, and other resources may be utilized. <ul style="list-style-type: none"> Teachers must ensure that students are comfortable with using said resources. 	
Instructional Time	Complete Instruction time allotted per week	<ul style="list-style-type: none"> A maximum of 5 hours per week per course should be allotted for: <ul style="list-style-type: none"> Google Meet (Minimum of 1x per course per week) <ul style="list-style-type: none"> Building administrators and staff should work to schedule Google Meets so CPDA students have no more than 3x meets in a day. Assignments on Google Classroom Individual Meetings Office Hours 	
Assessment		<ul style="list-style-type: none"> MAP Growth will be used by classes in grades 7-10. Common Assessments, created by PLCs, will be utilized. 	
Parent Tech Classes	Online	<ul style="list-style-type: none"> Google classes offered for parents to enroll in virtually. Video library set up for parents on navigating their student's Google Classroom. 	
Attendance	Take Daily	<ul style="list-style-type: none"> Taken daily through participation in classroom activities, meetings, or discussions. <ul style="list-style-type: none"> Could change based upon DESE guidance. Daily participation (synchronous or asynchronous) will be recorded in eSchool. 	
Grading		<ul style="list-style-type: none"> At least one (1) and no more than three (3) grades per week should be taken and entered. <ul style="list-style-type: none"> Emphasis should be placed on grading towards mastery of standards. 	
Learning Management System (LMS)	Google Classroom	<ul style="list-style-type: none"> All students K-12 will use Google Classroom as their learning platform. 	

SPED		<ul style="list-style-type: none"> ● SPED staff will follow the guidelines of the building administrator. If there are specific guidelines or directions that would deviate from this, Mrs. Ward will notify those staff members. 	
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> ● Build relationships!!!! ● Syllabus/Course Overview ● Chromebook Introduction/roll-out ● Social Media Guidelines ● Norms of Online Meeting ● Google Classroom introduction 	