



**Cabot Public Schools
CPDA Student Success Contract**

I have received the following documents related to the Cabot Public School Digital Academy:

- CPDA Expectations
- CPS Handbook policies

Students who plan to pursue the virtual program of studies have expectations that must be met in order to be successful. Adherence to the following expectations is a requirement for enrollment:

1. I am committed to taking virtual courses and will make a concerted effort to keep up with the pace of the course, to participate in classes and to complete all course requirements.
2. I understand and agree to invest the time necessary for successful completion of my courses. I am aware that the number of hours required to complete virtual courses is similar to the number of hours required to complete traditional courses.
3. I understand that I must sign the Internet Use Policy governing the use of technology to include the internet. I agree to abide by the rules and provisions of that policy and that inappropriate use will not be tolerated.
4. I understand that anything I do online with respect to my courses can be retrieved and printed at any time by school staff.
5. I understand the importance of prompt communication with my virtual teachers and school staff on a regular basis.
6. I will abide by the policies, rules set forth in the CPS Handbook as well as the CPDA Expectations.

Students are subject to the following minimum expectations in addition to the expectations already specified:

1. I will meet submission deadlines.
2. I will work on my courses daily in compliance with the provisions of school attendance unless I have an otherwise excused absence.
3. I will follow the provisions of the Internet Use Guidelines.
4. I will not submit work that is not my own, or engage in any form of academic dishonesty.
5. I will keep in contact with my instructors as specified in each course.
6. I will keep any appointments and arrive on time to any face-to-face or virtual meeting.
7. I will follow all school rules when appearing on campus.
8. I will note any problems I experience and notify a virtual instructor.

Disengagement Protocol:

- A. **Procedures for interacting with K-6 parents/students who are not logging in for direct instruction:**
 - a. First failure to attend schedule Google Meet OR complete assigned digital activity without prior parental contact with teacher:

- i. Teacher makes contact with parent/guardian
 - ii. Teachers will not “make-up” or reschedule lost interactive instruction if missed
 - iii. Teacher documents* all interactions with the parent in their communication log
- b. Second failure to attend schedule Google Meet OR complete assigned digital activity without prior parental contact with teacher:
 - i. Teacher notifies guidance counselor and documents second missed instruction
 - ii. Teachers will not “make-up” or reschedule lost interactive instruction if missed
 - iii. Guidance counselor makes contact with parent/guardian
 - 1. Maintain an ongoing record/log of interactions with families
 - 2. Contact family and communicate importance of missed instruction
 - 3. Verify the family has access to a chrome book, internet, food, electricity, etc.
 - a. If internet access is not available, then discussion on that requirement needs to be had with parent(s)/guardian(s).
 - 4. Counselor will share information with administration and classroom teacher
- c. Third failure to attend schedule Google Meet OR complete assigned digital activity without prior parental contact with teacher:
 - i. Teacher notifies guidance counselor and administration
 - ii. Assistant principal/principal contacts family documenting all interaction and communication
 - iii. Administration clearly communicates to parents repercussions of continued failure to access learning
 - 1. Referral to court for missed instruction
 - 2. Referral to DHS for educational neglect
 - 3. Retention/Lack of Progress/impact on grades
- d. Fourth failure to attend schedule Google Meet OR complete assigned digital activity without prior parental contact with teacher:
 - i. Principal contacts appropriate school personnel to make home visit documenting all interaction with families
 - ii. Depending on what information is obtained from home visit, principal proceeds with next course of appropriate action
 - iii. Principal processes next steps with Mr. Byrd prior to contacting outside agencies (with exception of DHS).
 - iv. Principal takes necessary steps to ensure students are protected

B. Procedures for interacting with 7-12 parents/students who are not engaging with virtual learning:

- a. First full week with no activity by student OR two consecutive missed Google Meets:
 - i. Teacher makes contact with parent/guardian according to building procedures
 - ii. Teachers will not “make-up” or reschedule lost interactive instruction if missed
 - iii. Teacher documents* all interactions with the parent/guardian.
- b. Second full week with no activity by student OR two more consecutive missed Google Meets:
 - i. Teacher notifies guidance counselor and documents second missed instruction

- ii. Teacher will not “make up” or reschedule second missed interactive instruction
- iii. Guidance counselor makes contact with the parent/guardian.
 - 1. Maintain an ongoing record/log of interactions* with families
 - 2. Contact family and communicate importance of missed instruction
 - 3. Verify the family has a chrome book, internet, food, electricity, etc.
 - a. If internet access is not available, then discussion on that requirement needs to be had with parent(s)/guardian(s).
 - 4. Counselor will share information with administration and classroom teacher
- c. Third full week with no activity by student OR two more consecutive missed Google Meets:
 - i. Teacher notifies guidance counselor and administration
 - ii. Assistant principal/principal contacts family, documenting* all interaction and communication
 - iii. Administration communicates to parents/guardians the repercussions of continued failure to access learning
 - 1. Referral to court for missed instruction
 - 2. Referral to DHS for educational neglect
 - 3. Retention/Lack of Progress/impact on grades
- d. Fourth full week with no activity by student:
 - i. Teacher notifies administration and student’s counselor
 - ii. Principal contacts appropriate school personnel to make home visit, documenting all interaction with families
 - iii. Depending on what information is obtained from home visit, principal proceeds with next course of appropriate action
 - iv. Principal processes next steps with Mr. Byrd prior to contacting outside agencies (with exception of DHS).
 - v. Principal takes necessary steps to ensure students are protected

I have read, understand and will abide by the provisions specified in this contract.

_____	_____	_____
Student Name- Print	Signature	Date
_____	_____	_____
Parent/Guardian - Print	Signature	Date
_____	_____	_____
Administrator- Print	Signature	Date
_____	_____	_____
Counselor- Print	Signature	Date