



Cabot Public Schools

Secondary Student CPDA Handbook

2020-2021

This document does not replace policies & procedures outlined in CPS Student Handbook

CABOT PANTHER DIGITAL ACADEMY - OVERVIEW

This option should not be seen as a preferred model for all students, and families should consider the following, as well as other traits, that are critical to a successful digital learning experience for students. Students should be self-motivated, independent learners, efficient time managers, and strong communicators. Furthermore, we need to ensure that students who choose this option are computer literate, academically prepared, demonstrate a strong personal commitment to their educational future, and have the needed technology to participate in this learning platform.

Families who select the CPS Panther Digital Academy (CPDA) must provide needed home support for their students in order to guide them through the education process. This support will likely be more significant and time-demanding for younger students. In grades K-2, our students focus deeply on learning foundational skills such as reading and number sense. As students develop and mature, less direct parental engagement should be needed for them to be successful as long as the student possesses independent study skills and the needed time management skills.

Students who are not on grade-level, require academic intervention, or special services may elect to participate in the CPDA, but are best served in our traditional blended learning environment, which will be our standard educational option as we move forward in the 2020-2021 school year. Students who choose the traditional blended learning model will be required to follow all safety regulations established by the district as directed by the Arkansas Department of Health, the Arkansas Department of Education Division of Elementary and Secondary Education (DESE), and our Governor.

The CPDA is a form of digital learning where content is delivered via the Internet to a digital device by an assigned Cabot teacher. This learning will be both synchronous (online) and asynchronous (offline) in nature and will allow families to work with our staff to learn on a schedule that best fits their personal needs. Examples of asynchronous learning include lessons on Google Classroom, email, discussion forums, message boards, pre-recorded videos, etc. Teachers will schedule frequent synchronous opportunities to communicate through Google Meet, phone calls, and other media in order to maintain the essential social and emotional development as well as to provide direct academic support for our students.

KEYS TO SUCCESS IN A VIRTUAL LEARNING ENVIRONMENT

Students who are able to demonstrate the following discipline may be more successful at virtual coursework:

- Schedule time each day to work on the course
- Read all information, view all resources, and be responsible for understanding the information.
- Communicate regularly with the online teacher.
- Notify the online teacher if a situation arises that prevents the student from accessing coursework and/or submitting assignments for a period exceeding 2 school days.

TECHNOLOGY REQUIREMENTS

Consistent and quality broadband internet is necessary for your student to have a successful digital learning environment. Students will be issued a Chromebook by the district for use in their education.

TECHNOLOGY CLASSES FOR PARENTS

The district will offer virtual training sessions for parents in the various learning platforms and features available. Additionally, a library of “how to” videos will be made available for parents to access to assist them in helping their students.

TECHNOLOGY SUPPORT FOR STUDENTS

Students needing assistance with course materials should contact the teacher. Students needing password assistance with Google login should contact the Media Specialist at their home building

Junior High North - Stephanie.Lisk@CabotSchools.org

Junior High South - Holly.Shannon@CabotSchools.org

Freshman Academy - Tiffinie.Taylor@CabotSchools.org

High School - Shannon.Southard@CabotSchools.org or Jill.Weir@CabotSchools.org

Students having trouble with the physical Chromebook (keyboard, charging problems, etc.) will need to submit a technology request, which can be located at www.cabotschools.org.

If a Chromebook is reported stolen and a police report filed by the parent/guardian, there would not be a financial responsibility in regard to replacement of the unit.

The district has management software installed on Chromebooks. This allows the district to disable the unit from use when it is reported as stolen. Once the Chromebook attempts to connect to the internet, the district is able to identify the location and this information will be shared with law enforcement.

In addition, each Chromebook also has a unique asset number when it is assigned to a student. This allows the district to identify when students are using units that are not associated with their account.

Any student in possession of a stolen Chromebook, regardless of the location of the unit, will be subject to disciplinary action by the school district and law enforcement consequences.

SUGGESTED BEHAVIOR FOR DIGITAL MEETINGS

The following are suggestions to help maximize instructional time during digital learning:

- Treat others with respect
- Always mute yourself until you are recognized by the teacher
- Follow school dress code for the meeting.
- Set up your computer and camera so your back is to a wall and the camera is only viewing you and the wall.
- Minimize distractions by shutting doors, using mute when you are not speaking, etc.
- Do not plan to eat, care for animals, children, etc. during the meeting.
- Do not monitor your phone or other devices during the conference or lesson.
- Do not type on the keyboard or use other applications on your computer during the meeting.
- Speak up. Participate appropriately and while giving others ample time to participate also.
- Stay seated and stay present.
- Test your equipment and access prior to the appointment.

CURRICULUM

Unlike the 2019-20 AMI process due to COVID which focused on essential skills and practice, the CPDA will provide a more comprehensive and rigorous curriculum comparable to the curriculum taught in our traditional school environment. Students can expect to dedicate approximately three to five hours per day for instruction, which may include digital lessons, collaborative activities, and completion of tasks. The curriculum taught to students will match the district's traditional blended learning curriculum as closely as possible. Our desire is for students to progress through Arkansas State Learning Standards whether they are in our traditional blended learning environment or enrolled in the CPDA.

ACCESSING CURRICULUM

Core subject areas (English, Math, Science, Social Studies) will primarily use Google Classroom to deliver content, publish instructional videos, and communicate learning expectations with students. Certain elective courses may use a different platform to deliver content. In every course, CPDA students must commit to checking their CPS email account multiple times daily, as well as responding to emails from the instructor within a timely manner.

GRADING, GRADE REPORTING AND PROGRESS UPDATES

Teachers will record at least one (1) and no more than three (3) grades per week. Parents and students should monitor Home Access Center (HAC) as well as Google Classroom to receive updates to student grades. Parents are encouraged to contact the teacher with questions or concerns about their student's progress.

DUE DATES, MAKE-UP WORK & LATE WORK SUBMISSION

In grades 7-12, make-up work which is not turned in by the due date or within the make-up schedule (due to absence) for that assignment may receive a zero or a reduced score. This will be determined by the individual teacher's policy and/or syllabus.

ATTENDANCE

Attendance will be taken daily in each CPDA course. Each teacher will determine through participation in classroom activities, meetings, or discussions as well as completion of daily assignments, etc. if the student is marked present or absent. Attendance will be recorded in eSchool and is viewable by parents & students in HAC.

DROPPING OR ADDING A COURSE IN CPDA

After two (2) weeks of a semester, students will not be allowed to change or drop courses, unless the course in question is a Pre-AP or AP course for which there is a general education equivalent.

After four (4) weeks of a semester, students who drop a course will receive a failing grade for that semester which may affect eligibility in student organizations and/or extracurricular activities.

Students requesting to change or drop courses should contact the counseling office at their home school.

ASSESSMENT

All CPS students, whether in the CPDA or our traditional blended learning program, will participate in our district's assessment system. Some of these tests will occur at a student's school; others may be taken virtually. The following assessments are required of Cabot's students:

MAP (K-2) Fall, Winter, Spring (At school administration)
MAP (3-10) Fall, Winter, Spring (At school or home administration)
MAP Fluency (K-5) (At school or home administration)
ACT Aspire (3-10) (At school administration)
ACT 11th (At school administration)
PAST (K-6 as needed) (At school administration)
DLM (3-10 as needed) (At school)
ELPA (K-12 as needed) (At school administration)

Some assessments that are mandated by the Arkansas Department of Elementary and Secondary Education (DESE) may require students to be on campus to complete the assessment. If this need arises, students and parents will be notified.

SEMESTER EXAMS & EXEMPTIONS (GRADES 9-12)

The semester test will be a comprehensive survey of the semester work and will be given at the appointed time. The test will count 14% of the semester grade. Extenuating circumstances that could not have been avoided with prior planning will be submitted to the principal whose decision is final. Requests to take semester tests other than at scheduled times will not be granted without administrative approval.

:

- Students in grade 9 shall qualify to be exempt from taking the semester test in a class where they have maintained an A or B for the semester, have not violated the district Tobacco Policy (see page 47), and have not been suspended from school.
- Students in grades 10 – 12 shall qualify to be exempt from taking the semester test in a class when they have: (a) maintained a "B" average for the semester or better; (b) not violated the district Tobacco Policy (see page 51); and (c) not been assigned In-School or Out-of-School Suspension.
 - This exemption cannot apply to concurrent credit courses or any course in which a comprehensive exam is required by a regulating authority other than the Cabot School District.

JUNIOR HIGH ASSESSMENTS (GRADES 7-8)

Junior High students will be assessed using nine-week tests at the end of each grading period as opposed to a semester exam. Test Weighting - The value of a nine-week test will be equal to the test of the greatest weight in the same quarter in a particular class. Therefore, the weight of the test will vary between teachers but will more closely correspond to the weight of other tests given in each individual class.

AAA SPORTS & ELECTIVES

Students enrolled in the CPDA may now participate in select AAA sports/activities. Please note, transportation to and from sports/activities is not provided for CPDA students.

CPDA ELECTIVES

CPDA students may NOT participate in certain electives/courses during the 2020-2021 school year. A full list of electives and courses can be found at www.cabotschools.org

ACADEMIC INTEGRITY

The Cabot School District is committed to maintaining high standards and expectations for academic integrity among all students. Following the principles of academic integrity means:

- Presenting one's own work honestly and authentically;
- Synthesizing with other students only when directed by a teacher;
- Confiding in teachers or administrators when an infraction has been committed;
- Being willing to give credit to others whose ideas or work has been assimilated into one's own work.

Behavior that fails to sustain the principles of academic integrity includes, but is not limited to:

- Plagiarizing another's work;
- Helping, receiving help, or attempting to use any unapproved materials for an assignment or test;
- Falsely representing the source of any academic work;
- Unapproved changing of any grades;
- Forging of documents or misuse of school approval forms;
- Any other dishonest act regarding academic work.

Violation of Academic Integrity expectations may result in the loss of credit for the assignment and/or disciplinary consequences.

REQUESTING TO RETURN TO ON-SITE LEARNING

All students enrolled in the Cabot School District will have the opportunity to attend traditional blended in-person or digital learning. If conditions change based upon directives from ADH, the district may move a school, a classroom, or the entire district into a remote-learning situation where students would continue with their education.

It is important to note, whether families choose digital or traditional blended-learning, students and families should be prepared to complete the entire semester within that learning environment. District staffing will be set based upon student/parent response to digital learning and cannot be easily changed once school begins. However, please know that we will have systems in place to support students in their respective learning environments and intervene as best as possible. If it is in the student's best academic interest to move from one environment to another, then we will work to ensure they are in the best situation. Parents/guardians must keep in mind that if a student returns to traditional blended learning from the CPDA, he/she will be placed where a class seat is available and it may not be their regularly zoned school.