



Cabot Public Schools

Instructional Guidebook for Blended Learning

2020-2021

STUDENT LEARNING

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STUDENT LEARNING

STUDENT LEARNING: Instructional Planning

As we start this school year, we will need to consider support for students and teachers in two different learning environments. The charts below outline the requirements for the following plans:

Plan A: Blended Learning, on-campus

Plan B: Blended Learning, off-campus

Plan C: Blended Learning, off-campus start to the year

PLAN A: Blended Learning

The focus for this Plan is to prepare to pivot to Plan B while traditional on-site instruction is occurring.

Key description: Face-to-Face instruction utilizing Google Classroom

Area	Looks Like	Teacher Expectations
K-6 Classroom Teachers		
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> • Teachers will ask parents to sign-up for their Google Classroom updates • Teachers should send out bi-weekly updates (minimum 2x per month) via email • Teachers are encouraged to keep parent contact log [Model Log]
Curriculum	Implementation of current CPS curriculum	<ul style="list-style-type: none"> • Wit and Wisdom In-Sync, Eureka Math and/or alternate curriculum and Generation Genius utilized as resources for current curriculum • Grade level teams will work together to create short videos (5-20 minutes) of key skills on current content OR introduction of new materials • Videos will be uploaded to Google Classroom for students to access either as a review or to preview content • Grade level teams should produce a minimum of 3x videos per week <ul style="list-style-type: none"> ○ Videos can be recorded during: <ul style="list-style-type: none"> ■ plan time ■ before/after school ■ during classroom instruction • Videos will be kept in Shared Google Drive and accessible by district • Videos should be focused on the “Big Rocks” <ul style="list-style-type: none"> ○ IIFs working on essential standards “Big Rocks”, nine weeks pacing, and common checkpoint assessments to support consistency across buildings
Assessment		<ul style="list-style-type: none"> • Common Checkpoint Assessments • MAP Growth will be used by classes in grades K-6 • Map Fluency will be used in K-5
Technology	Google Classroom	<ul style="list-style-type: none"> • Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. • Google classroom should be introduced during the first week of school
	Chromebooks	<ul style="list-style-type: none"> • All students will receive a Chromebook. • Chromebook distribution will take place during the 1st week of school. • Schools will work with technology to develop roll-out schedules.

		<ul style="list-style-type: none"> There will be additional (few) Chromebooks and chargers for students who forget theirs at home.
Attendance	Take Daily	<ul style="list-style-type: none"> Taken daily using eSchool.
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"> Chromebook Introduction Social Media Guidelines Norms of Online Meeting Google Classroom introduction Build relationships!!!!
7-12		
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> Teachers will ask parents to sign-up for their Google Classroom updates Teachers must send out updates via email at least 1x month. Teachers are encouraged to 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 current CPS curricula	<ul style="list-style-type: none"> Subject-area PLCs will work together to create short videos (5-15 minutes) of current content to upload to Google Classroom for students to access either as a review or to preview content PLCs should produce a minimum of 1x videos per week <ul style="list-style-type: none"> Videos can be recorded during: <ul style="list-style-type: none"> plan time before/after school during classroom instruction Videos will be kept in Shared Google Drive and accessible by district
Assessment		<ul style="list-style-type: none"> MAP Growth will be used by classes in grades 7-10 Common Assessments, created by PLCs, need to be utilized
Technology	Google Classroom	<ul style="list-style-type: none"> Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. Google classroom should be introduced by the 3rd day of school

	Chromebooks	<ul style="list-style-type: none"> • All students will receive a Chromebook. • Chromebook distribution will take place during the 1st or 2nd week of school. • Schools will work with technology to develop roll-out schedules. • There will be additional (few) Chromebooks and chargers for students who forget theirs at home in the media centers.
	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
Attendance	Take Daily	<ul style="list-style-type: none"> • Taken daily using eSchool.
Grading	Per policy	<ul style="list-style-type: none"> • At least one grade 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"> • Syllabus/Course Overview • Chromebook Introduction/rollout • Social Media Guidelines • Norms of Online Meeting • Google Classroom introduction • Build relationships!!!!
Pre-K		
Communication	Newsletters, Emails, Phone Calls, Google Meet, Brightwheel, Seesaw etc.	<ul style="list-style-type: none"> • Teachers will have families sign-up for their child's Brightwheel account for classroom and school updates • Teachers will send out weekly Newsletters via Brightwheel • Pre-K Staff will make weekly contact with each family via Brightwheel • Teachers are encouraged to keep parent contact log (Brightwheel tracks parent communication)
Curriculum	Implementation of current CPS curricula	<ul style="list-style-type: none"> • PLCs will work together to create short videos (5-15 minutes) of current content to upload to Brightwheel for students to access either as a review or to preview content • PLCs should produce a minimum of 3x videos per week <ul style="list-style-type: none"> ◦ Videos can be recorded during: <ul style="list-style-type: none"> ■ plan time

		<ul style="list-style-type: none"> ■ before/after school ■ during classroom instruction ● Videos will be kept in Shared Google Drive and accessible by district ● Teachers will utilize AR Early Learning Standards and Work Sampling Checklist to progress monitor pre-k students.
Assessment		<ul style="list-style-type: none"> ● Common Formative Assessments utilizing Work Sampling using the AR Early Learning Standards.
Technology	Brightwheel	<ul style="list-style-type: none"> ● Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. ● Brightwheel should be introduced by the 1st day of the 2nd week of school
	Chromebooks	<ul style="list-style-type: none"> ● Pre-K students will NOT receive a Chromebook, but if a family requests technology our Technology Department will work to support pre-k families. ● Chromebook distribution will take place for pre-k when we go to remote learning. ● Pre-K sites will work with technology to develop roll-out schedules.
	Additional resources	<ul style="list-style-type: none"> ● Pre-K will provide hands-on resources for pre-k families. <ul style="list-style-type: none"> ○ Teachers must ensure that students are comfortable with using said resources
Attendance	Take Daily	<ul style="list-style-type: none"> ● Taken daily using Brightwheel/eSchool.
Grading		<ul style="list-style-type: none"> ● Work Sampling will be documented and shared with families a minimum of 2 times per year.
Learning Management System (LMS)	Brightwheel	<ul style="list-style-type: none"> ● Pre-K families will use Brightwheel 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"> ● Newsletter via Brightwheel ● Brightwheel Introduction for Parents/rollout ● Social Media Guidelines ● Norms of Online Meeting ● Build relationships!!!!
K-6 Specialty Teachers (G/T, Counseling, Activity, etc.)		
Subject/Areas Specific Guidance	Director/Coordinator Guidance	<ul style="list-style-type: none"> ● Speciality area teachers will receive specific guidance on curriculum, remote-learning planning from their respective Directors/Coordinators.

Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> Teachers will be added to each classroom teacher's Google Classroom OR create their own Google Classroom (G/T, SPED, & ELL. Coordinators/Directors will guide this conversation) Teachers should send out bi-weekly updates (minimum 2x per month) via email Teachers are encouraged to keep parent contact log [Model Log]
Curriculum	Implementation of current CPS curriculum	<ul style="list-style-type: none"> PLCs will work together to create short videos (5-20 minutes) of key skills on current content OR introduction of new materials Videos will be uploaded to Google Classroom for students to access either as a review or to preview content PLCs should produce a minimum of 3x videos per week <ul style="list-style-type: none"> Videos can be recorded during: <ul style="list-style-type: none"> plan time before/after school during classroom instruction Videos will be kept in Shared Google Drive and accessible by PLC Videos should be focused on "the main things"
Assessment		<ul style="list-style-type: none"> Common Formative Assessments as applicable MAP Growth will be used by classes in grades K-10
Technology	Google Classroom	<ul style="list-style-type: none"> Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. Google classroom should be introduced during the 1st week of school
	Chromebooks	<ul style="list-style-type: none"> All students will receive a Chromebook. Chromebook distribution will take place during the 1st week of school. Schools will work with technology to develop roll-out schedules. There will be additional (few) Chromebooks and chargers for students who forget theirs at home.
Attendance	Take Daily	<ul style="list-style-type: none"> N/A
Learning Management System (LMS)	Google Classroom	<ul style="list-style-type: none"> All students K-12 will use Google Classroom as their learning platform
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> Chromebook Introduction Social Media Guidelines Norms of Online Meeting Google Classroom introduction Build relationships!!!!

PLAN B: Blended Learning - Remote

The focus for this Plan is to continue instruction while focusing on essential skills and standards.

Key description: Remote instruction utilizing Google Classroom.

K-6 Classroom Teachers

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"> ◦ Can be via any combination of Google Meet, email, phone call, and other communication means. • Teachers must have a minimum of one Google Meet per week • Teachers should send out bi-weekly updates (minimum 2x per month) via email • Teachers will ask parents to sign-up for their Google Classroom updates • Teachers will keep parent and student contact log [Model Log]
Curriculum	Implementation of current CPS curriculum	<ul style="list-style-type: none"> • Focus on Core subjects and essential standards • Wit and Wisdom In-Sync, Eureka Math and Generation Genius utilized as resources for current curriculum • Instruction to be delivered through a combination of Google Meet, videos and assignments • IIFs working on essential standards “Big Rocks”, nine weeks pacing, and common formative assessments to support consistency across buildings
Technology	Google Classroom	<ul style="list-style-type: none"> • Instruction will be done 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		<ul style="list-style-type: none"> • Using the survey data from the summer, a general framework of a remote schedule will be released soon.
Assessment	Formative and Summative	<ul style="list-style-type: none"> • Common Checkpoint Assessments based on essential standards • MAP Growth will be used by classes in grades K-6
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 to access on how to navigate their students 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
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"> ● Chromebook Introduction ● Social Media Guidelines ● Norms of Online Meeting ● Google Classroom introduction ● Build relationships!!!!
7-12		
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> ● 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 current CPS curricula	<ul style="list-style-type: none"> ● Subject-area PLCs will work together to create short videos (5-20 minutes) of current content to upload to Google Classroom for students to access either as a review or to preview content ● PLCs should produce a minimum of 1x videos per week ● Videos will be kept in Shared Google Drive and accessible by district
Technology	Google Classroom	<ul style="list-style-type: none"> ● Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. ● Google classroom should be introduced by the 1st week of school
	Chromebooks	<ul style="list-style-type: none"> ● All students will receive a Chromebook. ● Chromebook distribution will take place during the 1st or 2nd week of school. ● Schools will work with technology to develop roll-out schedules. ● There will be additional (few) Chromebooks and chargers for students who forget theirs at home in the media centers.
	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 3 hours per week per course should be allotted for: <ul style="list-style-type: none"> ○ Google Meet (Minimum of 1x per course per week) ○ Assignments on Google Classroom ○ Individual Meetings
Assessment		<ul style="list-style-type: none"> ● MAP Growth will be used by classes in grades 7-10 ● Common Assessments, created by PLCs, need to be utilized

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 to access on how to navigate their students' 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"> ● Syllabus/Course Overview ● Chromebook Introduction/rollout ● Social Media Guidelines ● Norms of Online Meeting ● Google Classroom introduction ● Build relationships!!!!
Pre-K		
Communication	Newsletters, Emails, Phone Calls, Google Meet, Brightwheel, Seesaw, etc.	<ul style="list-style-type: none"> ● Teachers will ask parents to sign-up for their Brightwheel updates ● Teachers should send out bi-weekly updates (minimum 2x per month) via Brightwheel. ● Teachers are encouraged to keep parent contact log
Curriculum	Implementation of current CPS curricula	<ul style="list-style-type: none"> ● PLCs will work together to create short videos (5-15 minutes) of current content to upload to Brightwheel for families to access either as a review or to preview content ● PLCs should produce a minimum of 3x videos per week <ul style="list-style-type: none"> ○ Videos can be recorded during: <ul style="list-style-type: none"> ■ plan time ■ before/after school ■ during classroom instruction ● Videos will be kept in Shared Google Drive and accessible by district
Assessment		<ul style="list-style-type: none"> ● Work Sampling performance assessments for Beginning (Period 1), Middle (Period 2) and End of the Year.
Technology	Brightwheel	<ul style="list-style-type: none"> ● Pre-K students will NOT receive a Chromebook, but if a family requests technology our Technology Department will work to support pre-k families. ● Chromebook distribution will take place for pre-k when we go to remote learning .

		<ul style="list-style-type: none"> Pre-K sites will work with technology to develop roll-out schedules for families needing technology.
	Chromebooks	<ul style="list-style-type: none"> Pre-K students will NOT receive a Chromebook. Chromebook distribution will take place during the 1st or 2nd week of school. Pre-K sites will work with technology to develop roll-out schedules for families needing technology.
	Additional resources	<ul style="list-style-type: none"> Pre-K will provide hands-on resources for pre-k families.
Attendance	Take Daily	<ul style="list-style-type: none"> Taken daily using Brightwheel/eSchool.
Learning Management System (LMS)	Google Classroom	<ul style="list-style-type: none"> All students K-12 will use Google Classroom as their learning platform
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> Syllabus/Course Overview Chromebook Introduction/rollout Social Media Guidelines Norms of Online Meeting Google Classroom introduction Build relationships!!!!
K-6 Specialty Teachers (G/T, Counseling, Activity, etc.)		
Subject/Areas Specific Guidance	Director/Coordinator Guidance	<ul style="list-style-type: none"> Speciality area teachers will receive specific guidance on curriculum, remote-learning planning from their respective Directors/Coordinators.
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> Teachers will be added to each classroom teacher's Google Classroom OR create their own Google Classroom (G/T, SPED, & ELL. Coordinators/Directors will guide this conversation) Teachers should send out bi-weekly updates (minimum 2x per month) via email Teachers are encouraged to keep parent contact log [Model Log]
Curriculum	Implementation of current CPS curriculum	<ul style="list-style-type: none"> PLCs will work together to create short videos (5-20 minutes) of key skills on current content OR introduction of new materials Videos will be uploaded to Google Classroom for students to access either as a review or to preview content PLCs should produce a minimum of 3x videos per week <ul style="list-style-type: none"> Videos can be recorded during: <ul style="list-style-type: none"> plan time before/after school during classroom instruction Videos will be kept in Shared Google Drive and accessible by PLC Videos should be focused on "the main things"
Assessment		<ul style="list-style-type: none"> Common Formative Assessments as applicable MAP Growth will be used by classes in grades K-10
Technology	Google Classroom	<ul style="list-style-type: none"> Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning.

		<ul style="list-style-type: none"> ● Google classroom should be introduced during the 1st week of school
	Chromebooks	<ul style="list-style-type: none"> ● All students will receive a Chromebook. ● Chromebook distribution will take place during the 1st week of school. ● Schools will work with technology to develop roll-out schedules. ● There will be additional (few) Chromebooks and chargers for students who forget theirs at home.
Attendance	Take Daily	<ul style="list-style-type: none"> ● N/A
Learning Management System (LMS)	Google Classroom	<ul style="list-style-type: none"> ● All students K-12 will use Google Classroom as their learning platform
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> ● Chromebook Introduction ● Social Media Guidelines ● Norms of Online Meeting ● Google Classroom introduction ● Build relationships!!!!

PLAN C: Blended Learning - Remote Learning Start to Year

The focus for this Plan is to begin instruction for the year while in a remote setting.

Key description: Remote instruction utilizing Google Classroom. Building relationships is essential!

K-6

Chromebook 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 3x week <ul style="list-style-type: none"> 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 Teachers must have a minimum of one Google Meet per week.
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, Eureka Math and Generation Genius utilized as resources for current curriculum 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 done 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 Instruction time allotted per week	<ul style="list-style-type: none"> Using the survey data from the summer, a general framework of a remote schedule will be released soon including the following components. <ul style="list-style-type: none"> Google Meet Assignments on Google Classroom Individual Meetings
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
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 to access on how to navigate their students’ 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
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"> Chromebook Introduction Social Media Guidelines Norms of Online Meeting Google Classroom introduction Build relationships!!!!
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"> 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 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 current CPS curriculum	<ul style="list-style-type: none"> Subject-area PLCs will work together to create short videos (5-20 minutes) of current content to upload to Google Classroom for students to access either as a review or to preview content PLCs should produce a minimum of 3x videos per week. Videos will be kept in Shared Google Drive and accessible by district
Technology	Google Classroom	<ul style="list-style-type: none"> Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. Google classroom should be introduced by the 1st day of the 2nd week of school
	Chromebooks	<ul style="list-style-type: none"> All students will receive a Chromebook. Chromebook distribution will take place during the 1st or 2nd week of school. Schools will work with technology to develop roll-out schedules. There will be additional (few) Chromebooks and chargers for students who forget theirs at home in the media centers.

	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 3 hours per week per course should be allotted for: <ul style="list-style-type: none"> ○ Google Meet (Minimum of 1x per course per week) ○ Assignments on Google Classroom ○ Individual Meetings
Assessment		<ul style="list-style-type: none"> ● MAP Growth will be used by classes in grades 7-10 ● Common Assessments, created by PLCs, need to be utilized
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 to access on how to navigate their students 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"> ● Syllabus/Course Overview ● Chromebook Introduction/rollout ● Social Media Guidelines ● Norms of Online Meeting ● Google Classroom introduction ● Build relationships!!!!
Pre-K		
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> ● Teachers will ask parents to sign-up for their Google Classroom updates ● Teachers must send out updates via email at least 1x month. ● Teachers are encouraged to keep parent contact 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 current CPS curricula	<ul style="list-style-type: none"> ● Subject-area PLCs will work together to create short videos (5-15 minutes) of current content to upload to Google Classroom for students to access either as a review or to preview content ● PLCs should produce a minimum of 3x videos per week

		<ul style="list-style-type: none"> ○ Videos can be recorded during: <ul style="list-style-type: none"> ■ plan time ■ before/after school ■ during classroom instruction ● Videos will be kept in Shared Google Drive and accessible by district
Technology	Google Classroom	<ul style="list-style-type: none"> ● Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. ● Google classroom should be introduced by the 1st day of the 2nd week of school
	Chromebooks	<ul style="list-style-type: none"> ● All students will receive a Chromebook. ● Chromebook distribution will take place during the 1st or 2nd week of school. ● Schools will work with technology to develop roll-out schedules. ● There will be additional (few) Chromebooks and chargers for students who forget theirs at home in the media centers.
	Additional resources	<ul style="list-style-type: none"> ● Pre-K will provide hands-on resources for pre-k families.
Attendance	Take Daily	<ul style="list-style-type: none"> ● Taken daily using eSchool.
Learning Management System (LMS)	Google Classroom	<ul style="list-style-type: none"> ● All students K-12 will use Google Classroom as their learning platform
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> ● Syllabus/Course Overview ● Chromebook Introduction/rollout ● Social Media Guidelines ● Norms of Online Meeting ● Google Classroom introduction ● Build relationships!!!!
K-6 Specialty Teachers (G/T, Counseling, Activity, etc.)		
Subject/Areas Specific Guidance	Director/Coordinator Guidance	<ul style="list-style-type: none"> ● Specialty area teachers will receive specific guidance on curriculum, remote-learning planning from their respective Directors/Coordinators.
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> ● Teachers will be added to each classroom teacher's Google Classroom OR create their own Google Classroom (G/T, SPED, & ELL. Coordinators/Directors will guide this conversation) ● Teachers should send out bi-weekly updates (minimum 2x per month) via email ● Teachers are encouraged to keep parent contact log [Model Log]
Curriculum	Implementation of current CPS curriculum	<ul style="list-style-type: none"> ● PLCs will work together to create short videos (5-20 minutes) of key skills on current content OR introduction of new materials ● Videos will be uploaded to Google Classroom for students to access either as a review or to preview content ● PLCs should produce a minimum of 3x videos per week <ul style="list-style-type: none"> ○ Videos can be recorded during: <ul style="list-style-type: none"> ■ plan time ■ before/after school ■ during classroom instruction

		<ul style="list-style-type: none"> • Videos will be kept in Shared Google Drive and accessible by PLC • Videos should be focused on “the main things”
Assessment		<ul style="list-style-type: none"> • Common Formative Assessments as applicable • MAP Growth will be used by classes in grades K-10
Technology	Google Classroom	<ul style="list-style-type: none"> • Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. • Google classroom should be introduced during the 1st week of school
	Chromebooks	<ul style="list-style-type: none"> • All students will receive a Chromebook. • Chromebook distribution will take place during the 1st week of school. • Schools will work with technology to develop roll-out schedules. • There will be additional (few) Chromebooks and chargers for students who forget theirs at home.
Attendance	Take Daily	<ul style="list-style-type: none"> • N/A
Learning Management System (LMS)	Google Classroom	<ul style="list-style-type: none"> • All students K-12 will use Google Classroom as their learning platform
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> • Chromebook Introduction • Social Media Guidelines • Norms of Online Meeting • Google Classroom introduction • Build relationships!!!!

K-6 Teachers: plan by plan

Area	Looks Like	Teacher Expectations
Plan A		
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> ● Teachers will ask parents to sign-up for their Google Classroom updates ● Teachers should send out bi-weekly updates (minimum 2x per month) via email ● Teachers are encouraged to keep parent contact log [Model Log]
Curriculum	Implementation of current CPS curriculum	<ul style="list-style-type: none"> ● WIt and Wisdom In-Sync and Generation Genius utilized as resources for current curriculum ● Grade level teams will work together to create short videos (5-20 minutes) of key skills on current content OR introduction of new materials ● Videos will be uploaded to Google Classroom for students to access either as a review or to preview content ● Grade level teams should produce a minimum of 3x videos per week <ul style="list-style-type: none"> ○ Videos can be recorded during: <ul style="list-style-type: none"> ■ plan time ■ before/after school ■ during classroom instruction ● Videos will be kept in Shared Google Drive and accessible by district ● Videos should be focused on “the main things” <ul style="list-style-type: none"> ○ IIFs working on essential standards “Big Rocks”, nine weeks pacing, and common checkpoint assessments to support consistency across buildings
Assessment		<ul style="list-style-type: none"> ● Common Checkpoint Assessments ● MAP Growth will be used by classes in grades K-6 ● Map Fluency will be used in K-5
Technology	Google Classroom	<ul style="list-style-type: none"> ● Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. ● Google classroom should be introduced during the first week of school
	Chromebooks	<ul style="list-style-type: none"> ● All students will receive a Chromebook. ● Chromebook distribution will take place during the 1st week of school. ● Schools will work with technology to develop roll-out schedules. ● There will be additional (few) Chromebooks and chargers for students who forget theirs at home.
Attendance	Take Daily	<ul style="list-style-type: none"> ● Taken daily using eSchool.

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"> Chromebook Introduction Social Media Guidelines Norms of Online Meeting Google Classroom introduction Build relationships!!!!
Plan B		
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"> Can be via any combination of Google Meet, email, phone call, and other communication means. Teachers must have a minimum of one Google Meet per week Teachers should send out bi-weekly updates (minimum 2x per month) via email Teachers will ask parents to sign-up for their Google Classroom updates Teachers will keep parent and student contact log [Model Log]
Curriculum	Implementation of current CPS curriculum	<ul style="list-style-type: none"> Focus on Core subjects and essential standards WIt and Wisdom In-Sync and Generation Genius utilized as resources for current curriculum Instruction to be delivered through a combination of Google Meet, videos and assignments IIFs working on essential standards “Big Rocks”, nine weeks pacing, and common formative assessments to support consistency across buildings
Technology	Google Classroom	<ul style="list-style-type: none"> Instruction will be done 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		<ul style="list-style-type: none"> Using the survey data from the summer, a general framework of a remote schedule will be released soon.
Assessment	Formative and Summative	<ul style="list-style-type: none"> Common Checkpoint Assessments based on essential standards MAP Growth will be used by classes in grades K-6
Parent Tech Classes	Online	<ul style="list-style-type: none"> Google classes offered for parent to enroll in virtually

		<ul style="list-style-type: none"> • Video library set up for parents to access on how to navigate their students 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
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"> • Chromebook Introduction • Social Media Guidelines • Norms of Online Meeting • Google Classroom introduction • Build relationships!!!!
Plan C		
Chromebook 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) • 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 3x week <ul style="list-style-type: none"> ◦ 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 • Teachers must have a minimum of one Google Meet per week.
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 and Generation Genius utilized as resources for current curriculum • 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 done 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 Instruction time allotted per week	<ul style="list-style-type: none"> • A maximum of 3 hours per class per week should be allotted for: <ul style="list-style-type: none"> ○ Google Meet ○ Assignments on Google Classroom ○ Individual Meetings
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
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 to access on how to navigate their students 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
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.
Learning Management System (LMS)	Google Classroom	<ul style="list-style-type: none"> • All students K-12 will use Google Classroom as their learning platform

7-12 Teachers: plan by plan

Area	Looks Like	Teacher Expectations
Plan A		
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> ● Teachers will ask parents to sign-up for their Google Classroom updates ● Teachers must send out updates via email at least 1x month. ● Teachers are encouraged to 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 current CPS curricula	<ul style="list-style-type: none"> ● Subject-area PLCs will work together to create short videos (5-15 minutes) of current content to upload to Google Classroom for students to access either as a review or to preview content ● PLCs should produce a minimum of 1x videos per week <ul style="list-style-type: none"> ○ Videos can be recorded during: <ul style="list-style-type: none"> ■ plan time ■ before/after school ■ during classroom instruction ● Videos will be kept in Shared Google Drive and accessible by district
Assessment		<ul style="list-style-type: none"> ● MAP Growth will be used by classes in grades 7-10 ● Common Assessments, created by PLCs, need to be utilized
Technology	Google Classroom	<ul style="list-style-type: none"> ● Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. ● Google classroom should be introduced by the 3rd day of school
	Chromebooks	<ul style="list-style-type: none"> ● All students will receive a Chromebook. ● Chromebook distribution will take place during the 1st or 2nd week of school. ● Schools will work with technology to develop roll-out schedules. ● There will be additional (few) Chromebooks and chargers for students who forget theirs at home in the media centers.
	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
Attendance	Take Daily	<ul style="list-style-type: none"> ● Taken daily using eSchool.

Grading	Per policy	<ul style="list-style-type: none"> At least one grade per week should be taken and entered. <ul style="list-style-type: none"> Emphasis should be placed on grading towards mastery of standards.
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.
Plan B		
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> 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 current CPS curricula	<ul style="list-style-type: none"> Subject-area PLCs will work together to create short videos (5-20 minutes) of current content to upload to Google Classroom for students to access either as a review or to preview content PLCs should produce a minimum of 1x videos per week Videos will be kept in Shared Google Drive and accessible by district
Technology	Google Classroom	<ul style="list-style-type: none"> Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. Google classroom should be introduced by the 1st week of school
	Chromebooks	<ul style="list-style-type: none"> All students will receive a Chromebook. Chromebook distribution will take place during the 1st or 2nd week of school. Schools will work with technology to develop roll-out schedules. There will be additional (few) Chromebooks and chargers for students who forget theirs at home in the media centers.
	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 3 hours per week per course should be allotted for: <ul style="list-style-type: none"> Google Meet (Minimum of 1x per course per week) Assignments on Google Classroom Individual Meetings

Assessment		<ul style="list-style-type: none"> • MAP Growth will be used by classes in grades 7-10 • Common Assessments, created by PLCs, need to be utilized
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 to access on how to navigate their students 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"> • Syllabus/Course Overview • Chromebook Introduction/rollout • Social Media Guidelines • Norms of Online Meeting • Google Classroom introduction • Build relationships!!!!
Plan C		
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"> • 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 • 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 current CPS curriculum	<ul style="list-style-type: none"> • Subject-area PLCs will work together to create short videos (5-20 minutes) of current content to upload to Google Classroom for students to access either as a review or to preview content • PLCs should produce a minimum of 3x videos per week • Videos will be kept in Shared Google Drive and accessible by district
Technology	Google Classroom	<ul style="list-style-type: none"> • Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. • Google classroom should be introduced by the 1st day of the 2nd week of school
	Chromebooks	<ul style="list-style-type: none"> • All students will receive a Chromebook. • Chromebook distribution will take place during the 1st or 2nd week of school. • Schools will work with technology to develop roll-out schedules. • There will be additional (few) Chromebooks and chargers for students who forget theirs at home in the media centers.
	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 3 hours per week per course should be allotted for: <ul style="list-style-type: none"> ○ Google Meet (Minimum of 1x per course per week) ○ Assignments on Google Classroom ○ Individual Meetings
Assessment		<ul style="list-style-type: none"> • MAP Growth will be used by classes in grades 7-10 • Common Assessments, created by PLCs, need to be utilized
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 to access on how to navigate their students 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"> • Syllabus/Course Overview • Chromebook Introduction/rollout • Social Media Guidelines • Norms of Online Meeting • Google Classroom introduction • Build relationships!!!!

Pre-K Teachers: plan by plan

Mrs. Bridges will guide and direct all Pre-K conversations. She will work with K-4 building administrators.

Area	Looks Like	Teacher Expectations
Plan A		
Communication	Newsletters, Emails, Phone Calls, Google Meet, Brightwheel, Seesaw etc.	<ul style="list-style-type: none"> Teachers will have families sign-up for their child's Brightwheel account for classroom and school updates Teachers will send out weekly Newsletters via Brightwheel Pre-K Staff will make weekly contact with each family via Brightwheel Teachers are encouraged to keep parent contact log (Brightwheel tracks parent communication)
Curriculum	Implementation of current CPS curricula	<ul style="list-style-type: none"> PLCs will work together to create short videos (5-15 minutes) of current content to upload to Brightwheel for students to access either as a review or to preview content PLCs should produce a minimum of 3x videos per week <ul style="list-style-type: none"> Videos can be recorded during: <ul style="list-style-type: none"> plan time before/after school during classroom instruction Videos will be kept in Shared Google Drive and accessible by district Teachers will utilize AR Early Learning Standards and Work Sampling Checklist to progress monitor pre-k students.
Assessment		<ul style="list-style-type: none"> Common Formative Assessments utilizing Work Sampling using the AR Early Learning Standards.
Technology	Brightwheel	<ul style="list-style-type: none"> Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. Brightwheel should be introduced by the 1st day of the 2nd week of school
	Chromebooks	<ul style="list-style-type: none"> Pre-K students will NOT receive a Chromebook, but if a family requests technology our Technology Department will work to support pre-k families. Chromebook distribution will take place for pre-k when we go to remote learning . Pre-K sites will work with technology to develop roll-out schedules.
	Additional resources	<ul style="list-style-type: none"> Pre-K will provide hands-on resources for pre-k families. <ul style="list-style-type: none"> Teachers must ensure that students are comfortable with using said resources

Attendance	Take Daily	<ul style="list-style-type: none"> • Taken daily using Brightwheel/ eSchool.
Grading		<ul style="list-style-type: none"> • Work Sampling will be documented and shared with families a minimum of 2 times per year.
Plan B		
Communication	Newsletters, Emails, Phone Calls, Google Meet, Brightwheel, Seesaw, etc.	<ul style="list-style-type: none"> • Teachers will ask parents to sign-up for their Brightwheel updates • Teachers should send out bi-weekly updates (minimum 2x per month) via Brightwheel. • Teachers are encouraged to keep parent contact log
Curriculum	Implementation of current CPS curricula	<ul style="list-style-type: none"> • PLCs will work together to create short videos (5-15 minutes) of current content to upload to Brightwheel for families to access either as a review or to preview content • PLCs should produce a minimum of 3x videos per week <ul style="list-style-type: none"> ○ Videos can be recorded during: <ul style="list-style-type: none"> ■ plan time ■ before/after school ■ during classroom instruction • Videos will be kept in Shared Google Drive and accessible by district
Assessment		<ul style="list-style-type: none"> • Work Sampling performance assessments for Beginning (Period 1), Middle (Period 2) and End of the Year.
Technology	Brightwheel	<ul style="list-style-type: none"> • Pre-K students will NOT receive a Chromebook, but if a family requests technology our Technology Department will work to support pre-k families. • Chromebook distribution will take place for pre-k when we go to remote learning . • Pre-K sites will work with technology to develop roll-out schedules for families needing technology.
	Chromebooks	<ul style="list-style-type: none"> • Pre-K students will NOT receive a Chromebook. • Chromebook distribution will take place during the 1st or 2nd week of school. • Pre-K sites will work with technology to develop roll-out schedules for families needing technology.
Attendance	Take Daily	<ul style="list-style-type: none"> • Taken daily using Brightwheel/eSchool.
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> • Syllabus/Course Overview • Chromebook Introduction/rollout • Social Media Guidelines • Norms of Online Meeting • Google Classroom introduction • Build relationships!!!!

Plan C

Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> ● Teachers will ask parents to sign-up for their Google Classroom updates ● Teachers must send out updates via email at least 1x month. ● Teachers are encouraged to keep parent contact 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 current CPS curricula	<ul style="list-style-type: none"> ● Subject-area PLCs will work together to create short videos (5-15 minutes) of current content to upload to Google Classroom for students to access either as a review or to preview content ● PLCs should produce a minimum of 3x videos per week <ul style="list-style-type: none"> ○ Videos can be recorded during: <ul style="list-style-type: none"> ■ plan time ■ before/after school ■ during classroom instruction ● Videos will be kept in Shared Google Drive and accessible by district
Technology	Google Classroom	<ul style="list-style-type: none"> ● Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. ● Google classroom should be introduced by the 1st day of the 2nd week of school
	Chromebooks	<ul style="list-style-type: none"> ● All students will receive a Chromebook. ● Chromebook distribution will take place during the 1st or 2nd week of school. ● Schools will work with technology to develop roll-out schedules. ● There will be additional (few) Chromebooks and chargers for students who forget theirs at home in the media centers.
	Additional resources	<ul style="list-style-type: none"> ● Pre-K will provide hands-on resources for pre-k families.
Attendance	Take Daily	<ul style="list-style-type: none"> ● Taken daily using eSchool.
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> ● Syllabus/Course Overview ● Chromebook Introduction/rollout ● Social Media Guidelines ● Norms of Online Meeting ● Google Classroom introduction ● Build relationships!!!!

Specialty Area Teachers: plan by plan

Speciality area teachers will work with their respective Directors/Coordinators along with their building administration to carry out their respective job duties.

Area	Looks Like	Teacher Expectations
Plan A		
Subject/Areas Specific Guidance	Director/Coordinator Guidance	<ul style="list-style-type: none"> Speciality area teachers will receive specific guidance on curriculum, remote-learning planning from their respective Directors/Coordinators.
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> Teachers will be added to each classroom teacher's Google Classroom OR create their own Google Classroom (G/T, SPED, & ELL. Coordinators/Directors will guide this conversation) Teachers should send out bi-weekly updates (minimum 2x per month) via email Teachers are encouraged to keep parent contact log [Model Log]
Curriculum	Implementation of current CPS curriculum	<ul style="list-style-type: none"> PLCs will work together to create short videos (5-20 minutes) of key skills on current content OR introduction of new materials Videos will be uploaded to Google Classroom for students to access either as a review or to preview content PLCs should produce a minimum of 3x videos per week <ul style="list-style-type: none"> Videos can be recorded during: <ul style="list-style-type: none"> plan time before/after school during classroom instruction Videos will be kept in Shared Google Drive and accessible by PLC Videos should be focused on "the main things"
Assessment		<ul style="list-style-type: none"> Common Formative Assessments as applicable MAP Growth will be used by classes in grades K-10
Technology	Google Classroom	<ul style="list-style-type: none"> Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. Google classroom should be introduced during the 1st week of school
	Chromebooks	<ul style="list-style-type: none"> All students will receive a Chromebook. Chromebook distribution will take place during the 1st week of school. Schools will work with technology to develop roll-out schedules. There will be additional (few) Chromebooks and chargers for students who forget theirs at home.

Attendance	Take Daily	<ul style="list-style-type: none"> • N/A
Learning Management System (LMS)	Google Classroom	<ul style="list-style-type: none"> • All students K-12 will use Google Classroom as their learning platform
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> • Chromebook Introduction • Social Media Guidelines • Norms of Online Meeting • Google Classroom introduction • Build relationships!!!!
Plan B		
Subject/Areas Specific Guidance	Director/Coordinator Guidance	<ul style="list-style-type: none"> • Speciality area teachers will receive specific guidance on curriculum, remote-learning planning from their respective Directors/Coordinators.
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> • Teachers will be added to each classroom teacher's Google Classroom OR create their own Google Classroom (G/T, SPED, & ELL. Coordinators/Directors will guide this conversation) • Teachers should send out bi-weekly updates (minimum 2x per month) via email • Teachers are encouraged to keep parent contact log [Model Log]
Curriculum	Implementation of current CPS curriculum	<ul style="list-style-type: none"> • PLCs will work together to create short videos (5-20 minutes) of key skills on current content OR introduction of new materials • Videos will be uploaded to Google Classroom for students to access either as a review or to preview content • PLCs should produce a minimum of 3x videos per week <ul style="list-style-type: none"> ○ Videos can be recorded during: <ul style="list-style-type: none"> ■ plan time ■ before/after school ■ during classroom instruction • Videos will be kept in Shared Google Drive and accessible by PLC • Videos should be focused on "the main things"
Assessment		<ul style="list-style-type: none"> • Common Formative Assessments as applicable • MAP Growth will be used by classes in grades K-10
Technology	Google Classroom	<ul style="list-style-type: none"> • Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. • Google classroom should be introduced during the 1st week of school

	Chromebooks	<ul style="list-style-type: none"> All students will receive a Chromebook. Chromebook distribution will take place during the 1st week of school. Schools will work with technology to develop roll-out schedules. There will be additional (few) Chromebooks and chargers for students who forget theirs at home.
Attendance	Take Daily	<ul style="list-style-type: none"> N/A
Learning Management System (LMS)	Google Classroom	<ul style="list-style-type: none"> All students K-12 will use Google Classroom as their learning platform
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> Chromebook Introduction Social Media Guidelines Norms of Online Meeting Google Classroom introduction Build relationships!!!!
Plan C		
Subject/Areas Specific Guidance	Director/Coordinator Guidance	<ul style="list-style-type: none"> Speciality area teachers will receive specific guidance on curriculum, remote-learning planning from their respective Directors/Coordinators.
Communication	Newsletters, Emails, Phone Calls, Google Meet, Google Classroom, etc.	<ul style="list-style-type: none"> Teachers will be added to each classroom teacher's Google Classroom OR create their own Google Classroom (G/T, SPED, & ELL. Coordinators/Directors will guide this conversation) Teachers should send out bi-weekly updates (minimum 2x per month) via email Teachers are encouraged to keep parent contact log [Model Log]
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Assessment		<ul style="list-style-type: none"> Common Formative Assessments as applicable MAP Growth will be used by classes in grades K-10

Technology	Google Classroom	<ul style="list-style-type: none"> • Students should practice utilizing technology in the ways that they will be expected to should we need to pivot to remote learning. • Google classroom should be introduced during the 1st week of school
	Chromebooks	<ul style="list-style-type: none"> • All students will receive a Chromebook. • Chromebook distribution will take place during the 1st week of school. • Schools will work with technology to develop roll-out schedules. • There will be additional (few) Chromebooks and chargers for students who forget theirs at home.
Attendance	Take Daily	<ul style="list-style-type: none"> • N/A
Learning Management System (LMS)	Google Classroom	<ul style="list-style-type: none"> • All students K-12 will use Google Classroom as their learning platform
First Days of School	Key items to be handled/taught	<ul style="list-style-type: none"> • Chromebook Introduction • Social Media Guidelines • Norms of Online Meeting • Google Classroom introduction • Build relationships!!!!

Guiding Principles on Blended Learning for All

Blended learning...

- combines classroom learning with online learning, in which students influence the time, pace and place of their learning.
- is accessible by all students for which the learning is intended, using a variety of offline and online strategies;
- is responsive to diverse learning groups;
- addresses the curricular and instructional needs, aligned to standards;
- considers the whole child and home learning environment;
- adapts to the limitations and variances of the local context.

Additional Resources (will be updated often)

- [Model Essential Standard Unit](#) from JHS
- [Digital Resource Listing](#)
- Essential Standards/Skills Charts
 - K-6
 - 7-12
 - [Math \(with Pacing\)](#)
 - [Math Gap Skills Analysis from 2019-20](#)
- LMS - is Google. However, other resources and digital platforms can be used for enrichment purposes. Links must be housed in Google Classroom.
- [Cabot Libraries Reopening Plan](#)