



CAPE COD
Regional Technical High School

Final District Reopening Plan

August 14, 2020

A. Executive Summary

The Administrative Team has met at least twice per week for the past five weeks, working together to construct a reopening plan for September. The group consists of the Superintendent, Business Manager, Principal, Assistant Principal, Vocational Director, Academic Coordinator and Pupil Services Director. Supporting the Administrative Team is the school nurse, facility manager, guidance chair, social worker and teaching staff representing academic, vocational, and special education areas.

B. Letter from the Superintendent

To our Cape Cod Tech students and families,

First, I truly hope that you are all safe and healthy at this time. This year, in particular, I realize a parent or guardian's decision to send their children to school is regretfully filled with anxiety. As a school community, I want to assure you that in addition to educating your children, their safety and health is our highest priority as we open the new Cape Cod Regional Technical High School in September. Although further detailed information will be forthcoming, I will highlight some of the measures we have already taken and the health and safety requirements we must require of your student.

As a district, we take implementing the requirements for minimizing the risks associated with COVID-19 seriously. Our hybrid and fully in-person learning models maintain five to six feet of social distance in all classrooms and shared spaces, while masks are required at all times with the exception of break, breakfast, and lunch time. Entry and exit from the building, as well as traffic flow throughout our building will be altered to maximize social distancing. If your child will ride the bus, seats will be assigned, masks must be worn, and only one student will be allowed per seat unless the students are siblings. We have purchased all appropriate Personal Protective Equipment (PPE) for students and staff and hired additional nursing and janitorial support for the start of school. Finally, our protocols for the discovery of actual or probable COVID-19 cases can be found on our District website.

In-person and hybrid learning models require a partnership between Cape Cod Tech and our families to protect your children and our staff. Remote learning will also require a partnership because remote learning, unlike learning this past spring, will be graded and attendance will be documented! To this end, we need the following from our Cape Cod Tech families:

- **Keep your child home when they are sick, or you suspect they are getting sick.**
- **Provide a cloth mask to your child to be worn on the bus and in school at all times (with breaks provided in school).**
- **Emphasize the importance of social distancing at six feet whenever feasible**
- **Practice proper handwashing with soap and warm water for twenty seconds or the application of hand sanitizer regularly**
- **Avoiding touching of the face whenever possible**
- **Emphasize all work including remote assignments will be graded**
- **Emphasize every day attendance will be documented**

Cape Cod Regional Technical High School has chosen to phase-in our learning model for the 2020 - 2021 school year. Barring construction related constraints to occupying our new building, Cape Cod Tech will begin school with half-day, in-person, student orientation and training one grade at a time according to the following schedule:

Seniors	Tuesday, September 15th	8:00AM - 11:00AM
Juniors	Wednesday, September 16th	8:00AM - 11:00AM
Sophomores	Thursday, September 17th	8:00AM - 11:00AM
Freshman	Friday, September 18th	8:00AM - 11:00AM

During this week, while one grade is in school, all other grades will be completing their summer reading assignments remotely.

School will begin for all grades on **September 21st** following a “hybrid” schedule with approximately 50% of students reporting to school each day according to the schedule provided by Principal Terranova’s office.

Our goal will always be to return all students to in-person learning as soon as it is safe and feasible. As a part of our phased-in approach, Cape Cod Tech will analyze COVID-19 data for Massachusetts, Barnstable County, and our school to determine whether to increase or decrease the amount of students in the school at any one time. Our entire plan submitted to the Department of Elementary and Secondary Education (DESE) can be accessed at [www. capetech.us](http://www.capetech.us). I want to thank you in advance for your cooperation and partnership to get through these challenging times while remaining safe and healthy.

C. In-Person Learning Model

While conducting the feasibility study we have determined that in-person learning for the entire student population would not be achievable to start the school year in September 2020. Adequate physical spacing of students is one of the most significant obstacles to restarting school with 100% capacity. Most of our classrooms can hold all students if spaced at 3 feet seat-to-seat; however, the administration does not find this to be the safest seating option for our students. When physical spacing is increased, the classrooms cannot accommodate all our students.

Ensuring physical spacing on buses results in our buses only able to accommodate one-half of our existing ridership. With the eleven buses the District contracts to operate, at one student to a seat, the maximum number of students that can be transported in a single run is 253.

Feeding students while maintaining safe student distancing would also be another significant obstacle. There are not enough spaces to accommodate distancing students 6' apart during lunch time.

Lastly, the District is concerned that not all staff will be able to return to in-person teaching leaving inadequate staffing levels for in-person instruction.

One additional obstacle to reopening during the COVID-19 pandemic is the fact that the District is opening a brand-new building in September 2020. Our staff and students have no familiarity with the new building and its layout. A hybrid model that begins the school year at 50% student capacity at any given time, appears to be the optimal scenario to ensure maximum student safety. If this model proves to be successful, the District will endeavor to enter the second phase of student reentry, a phase in which we would gradually increase the percentage of students on campus until full capacity could be safely reached.

The District recognizes that not all students will be able to return to our school campus. Those students who chose to learn 100% remotely will follow the Remote Learning Plan that is detailed in Section E of this plan.

D. Hybrid Learning Model

The District has created a 5-phase enrollment plan for in-person learning. The school year will begin with one week of orientation for our students with each grade-level class attending school for one day to learn the physical layout of the building and to become acquainted with new procedures and safety measures.

Cape Cod Tech will build upon systems and experiences from the previous spring to operate a hybrid model when school commences in September. Cape Cod Tech will provide all technology support, instructional and operational staffing, curriculum, and related professional development. Cape Cod Tech teachers and staff would be responsible for delivering instruction aligned to state standards, providing feedback (including grades) to students, monitoring attendance and engagement, communicating with students and families, etc. This option will provide strong alignment between students attending school remotely, in person, and in hybrid settings.

Orientation and Training of student populations: *September 14th-17th, 2020*

The District will begin its school year for students with an orientation for all students. We feel this to be an important way to begin the school year to introduce all students to the new building while providing time for vital COVID-19 related health and safety training. Orientation will begin on Tuesday September 15 with Grade 12 students and conclude on Friday September 18 with Grade 9 students. This schedule, as demonstrated, will limit student occupancy to 25% for the first four days of school with the remaining 75% participating in remote learning to complete their summer reading assignments and assessments.

	Tuesday Sept. 15	Wednesday Sept. 16	Thursday Sept. 17	Friday Sept. 18
Grade 12	Orientation and Training	Remote Summer Reading Assignment	Remote Summer Reading Assignment	Remote Summer Reading Assignment
Grade 11	Remote Summer Reading Assignment	Orientation and Training	Remote Summer Reading Assignment	Remote Summer Reading Assignment
Grade 10	Remote Summer Reading Assignment	Remote Summer Reading Assignment	Orientation and Training	Remote Summer Reading Assignment
Grade 9	Remote Summer Reading Assignment	Remote Summer Reading Assignment	Remote Summer Reading Assignment	Orientation and Training

Phase A - 50%: September 21- October 16th, 2020

Phase A of our hybrid model designates that 50% of students attend school daily. This hybrid in-person model divides each graduating class level into two cohorts, alternating their time in the building engaged in in-person learning with at-home remote learning. The cohorts will be divided as evenly as possible by alphabetical order and/or by household. This model will follow the school’s current structure of a two-week academic and a two-week vocational schedule. During a “Maroon” cycle, the 9th and 11th grade students will participate in academics while the 10th and 12th grade students will participate in vocational studies. After two weeks the schedule will reverse to the “Grey” cycle in which 10th and 12th grade students will participate in academics while the 9th and 11th grade students participate in vocational studies. After one full cycle (four weeks) has been completed and measured benchmarks are met, the District will move into the next phase of its reopening plan. Benchmarks will be determined based upon infection rates within the state, county, and school.

Maroon	Grade 9 A-J	Grade 9 K-Z	Grade 10	Grade 11 A-J	Grade 11 K-Z	Grade 12
Day A	Academic School at CCT	Academic Remote Learning	Remote Shop	Academic School at CCT	Academic Remote Learning	Shop and PE at CCT
Day B	Academic Remote Learning	Academic School at CCT	Shop and PE at CCT	Academic Remote Learning	Academic School at CCT	Remote Shop
Grey	Grade 9	Grade 10 A-J	Grade 10 K-Z	Grade 11	Grade 12 A-J	Grade 12 K-Z
Day A	Remote Shop	Academic School at CCT	Academic Remote Learning	Shop and PE	Academic School at CCT	Academic Remote Learning
Day B	Shop and PE at CCT	Academic Remote Learning	Academic School at CCT	Remote Shop	Academic Remote Learning	Academic School at CCT

Phase B - 67%: *October 19th- November 13th, 2020*

Phase B designates that 67% of our students will attend school on an in-person basis. In this phase students will continue to attend school based on their academic’s cohort (50%). Students in grades 9 and 10 will attend vocational shops by cohort; however, students in grades 11 and 12 will attend vocational shops at 100% enrollment. The justification for bringing back vocational areas fully is the large size of the physical space in the shop areas. In this phase, after a full cycle of four weeks has been completed and measured benchmarks are met, the District will move into Phase C.

Maroon	Grade 9 A-J	Grade 9 K-Z	Grade 10 A-J	Grade 10 K-Z	Grade 11 A-J	Grade 11 K-Z	Grade 12
Day A	Academic School at CCT	Academic Remote Learning	Shop and PE at CCT	Remote Shop	Academic School at CCT	Academic Remote Learning	Shop and PE
Day B	Academic Remote Learning	Academic School at CCT	Remote Shop	Shop and PE at CCT	Academic Remote Learning	Academic School at CCT	Shop and PE
Grey	Grade 9 A-J	Grade 9 K-Z	Grade 10 A-J	Grade 10 K-Z	Grade 11	Grade 11 A-J	Grade 12 K-Z
Day A	Shop and PE at CCT	Remote Shop	Academic School at CCT	Academic Remote Learning	Shop and PE	Academic School at CCT	Academic Remote Learning
Day B	Remote Shop	Shop and PE at CCT	Academic Remote Learning	Academic School at CCT	Shop and PE	Academic Remote Learning	Academic School at CCT

Phase C - 75%: *November 16th- December 23rd, 2020*

Phase C designates that 75% of students will attend school on an in-person basis. All technical areas will be enrolled at 100% capacity, while academics will remain at 50% capacity and continue to be divided by cohort. At this phase, the District will be enacting a two-tier busing system to safely transport all the students to school. Academic students will begin their day at 8:00 am and conclude their day at 2:35 pm. Vocational programming will begin their day at 10:00 am and conclude at 4:35 pm. Phase C will extend through December break due to the Thanksgiving Holiday. It would be expected if all measured benchmarks are met, the District would proceed to Phase D following the December holiday break.

Maroon	Grade 9 A-J	Grade 9 K-Z	Grade 10	Grade 11 A-J	Grade 11 K-Z	Grade 12
Day A	Academic School at CCT	Academic Remote Learning	Shop and PE	Academic School at CCT	Academic Remote Learning	Shop and PE
Day B	Academic Remote Learning	Academic School at CCT	Shop and PE	Academic Remote Learning	Academic School at CCT	Shop and PE
Grey	Grade 9	Grade 10 A-J	Grade 10 K-Z	Grade 11	Grade 12 A-J	Grade 12 K-Z
Day A	Shop and PE	Academic School at CCT	Academic Remote Learning	Shop and PE	Academic School at CCT	Academic Remote Learning
Day B	Shop and PE	Day 2 Academic Remote Learning	Day 2 Academic School at CCT	Shop and PE	Academic Remote Learning	Academic School at CCT

Phase D - 100%: January 4th, 2021 - Approval to resume Pre-Covid-19 Schedule

Phase D will see 100% of our students attending school on an altered schedule. In this phase, the District will continue to employ a two-tier busing system to safely transport all students to school. Academic students will begin their day at 8:00 am and conclude their day at 2:35 pm. Vocational programming will begin at 10:00 am and conclude at 4:35 pm. Phase D will extend until the Commonwealth announces a move to Phase 4 under the Governor’s Guidance Plan, at which point Cape Cod Tech will return to a pre-Covid-19 school schedule.

Maroon	Grade 9	Grade 10	Grade 11	Grade 12
	Academic School at CCT	Shop and PE	Academic School at CCT	Shop and PE
Grey	Grade 9	Grade 10	Grade 11	Grade 12
	Shop and PE at CCT	Academic School at CCT	Shop and PE	Academic School at CCT

Other Considerations of Hybrid Learning:

Mentor teacher for all learners

Cape Cod Tech will designate certain faculty and staff as mentor teachers. These staff members may be those who are unable to attend school or others as designated by the district. Students will be assigned a mentor teacher regardless if they are participating in in-school learning or remote learning. The mentors will be designated as the staff liaison for these assigned students' and their parents/guardians

The Mentor teachers will be in contact with these students' teachers regarding completed work and incomplete work. Mentor teachers will be responsible for taking daily attendance for all at-home students. In-school students will be required to participate in a check-in meeting with their mentor teacher on their remote learning days. At-home students will be required to check in and participate in classes with their mentor teacher multiple times a week. Mentor teachers will also be required to facilitate and manage one or more Online Academic Support classes.

Parent Communication

Parent communication will be paramount for students' success. The school will designate a staff liaison (i.e. mentor teacher) in order to develop a two-way communication system with all parents/guardians of at-home students.

Parents/guardians of remote learning students will be required to participate in bi-weekly meetings with a mentor teacher. Those students and caregivers who do not comply with the guidelines of remote learning may be removed from enrollment at Cape Cod Tech.

At Home Students

As Cape Cod Tech moves to in-person hybrid learning we understand some families will make the choice for their child to remain at home to complete their learning until such time they feel it is safe to return to in-person learning. Parents/guardians will be required to validate the reasons for a student not attending in-person instruction and provide a threshold for possible return. These students will be designated as At-Home Students. **If necessary to comply with health and safety requirements, Cape Cod Tech may establish a policy that sets a reasonable transition period, ideally no more than three to four weeks, to plan for the transition of a student from remote to in-person learning.** During this time period, teaching and learning will continue uninterrupted for that student.

Academic Coursework:

- **Students Considerations**

- Creation of one online academic course for each core course for every grade level. Core courses include English, History, Math and Science. Coursework will also include 21st Century Learning and Art. Students who are entitled to Academic Support will also have access to this course. CP3 courses will be developed as needed.
- All students will be assigned an Online Academic Support course and a mentor teacher to oversee their course work. This will be required, and all students and they will be expected to participate in all virtual meetings.
- A schedule for courses will be developed to ensure that they do not overlap in each grade level.
- Students will follow Student Expectation Guidelines (Attachment A)

- **Instructional Staff Considerations**

- Instructional staff will have one course removed from their course load in every department for every grade i.e. Teacher A has one less 9th grade history, Teacher B has one less US II History, Teacher C has one less World Studies and one less Challenges in Democracy course. Teachers will use the period provided to hold virtual meetings, prep for courses, assess student work, and provide feedback to students.
- Instructional Staff will follow Teacher Expectation Guidelines (Attachment B)

Technical Coursework:

- **Student Considerations**

- Creation of a Gr. 10/12 online course and Gr. 9/11 online course for each technical area as needed.
- In all models, one technical teacher from each department will be assigned to these classes as needed. This will be determined by a student request to not attend in-person school.
- Students will be enrolled in these courses and will be expected to participate in all virtual meetings and complete all assigned work.
- Students will follow Student Expectation Guidelines (Attachment A)

- **Instructional Staff Considerations**

- Teachers will be responsible for developing curriculum that is engaging, synchronous, asynchronous, rigorous, while also meeting Massachusetts Chapter 74 frameworks.
- Teachers will determine the best time of day for online classes to meet based upon in-school enrollment. Proposed schedules will be submitted to supervisors for approval.
- Teachers/staff will follow Teacher Expectation Guidelines (Attachment B)

Remote Learning Due to Illness

As Cape Cod Tech moves to in-person hybrid learning we understand that some students may become ill or may be quarantined due to the coronavirus. These students will still be considered in-school students but will receive additional support to ensure consistent and continual learning while they physically are not able to attend school. For students who cannot attend due to illness or quarantine.

Academic Coursework:

- **Student Considerations**

- Students will participate in all off-day assignments.
- When at home, students will be required to check in with their mentor teacher multiple times per week and may be enrolled in an Online Academic Support class while not in school.
- Students will follow Student Expectation Guidelines (Attachment A)

- **Instructional Staff Considerations**

- Teachers/staff will follow Teacher Expectation Guidelines (Attachment B)

Technical Coursework:

- **Student Considerations**

- Students will participate in all off-day assignments for their technical area.
- While at home, students will be required to check in with their mentor teacher multiple times per week and may be enrolled in an Online Academic Support class while not in school.
- Students will also be enrolled for the short term in the Gr. 10/12 online course and Gr. 9/11 online course for their technical area (if available).
- Students enrolled in these courses will be expected to participate in all virtual meetings and complete all assigned work.
- Students will follow Student Expectation Guidelines (Attachment A)

- **Instructional Staff Considerations**

- Teachers/staff will follow Teacher Expectation Guidelines (Attachment B)

High Needs Students

In the hybrid model, some High Needs students may still participate in full-time in-person instruction to ensure effective accommodations. We acknowledge that some families may decide to keep their student learning in the hybrid model or remote full-time model.

E. Remote Learning Model

If health conditions warrant it necessary, Cape Cod Tech is prepared to implement a remote learning plan. This plan involves transitioning all classes to an on-line instructional delivery model with students receiving both academic and technical instruction virtually from home.

Like most schools in Massachusetts, Cape Cod Tech first employed the use of a remote learning model last spring. However, the model described below, is markedly different from the model applied this previous spring. The proposed model aligns with the recently adopted regulations set forth by the Massachusetts Department of Elementary and Secondary Education and specifically include:

- Procedures for all students to participate in remote learning, including a system for tracking attendance and participation.
- Remote academic work that is aligned to the state standards.
- A policy for issuing grades for students' remote work.
- Cape Cod Tech teachers and administrators will regularly communicate with students' parents and guardians. Communication will include providing interpretation and translation services to limited English proficient parents and guardians.

Schedule

Maroon	Grade 9	Grade 10	Grade 11	Grade 12
Day 1	9:00-10:00: Period 1 Class 10:00-11:00: Period 2 Class 11:15-12:15: Period 3 Class 12:45-1:45: Period 4 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 1 Class 10:00-11:00: Period 2 Class 11:15-12:15: Period 3 Class 12:45-1:45: Mentor Teacher Support	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop
Day 2	9:00-10:00: Period 5 Class 10:00-11:00: Period 6 Class 11:15-12:15: Mentor Teacher Support 12:45-1:45: Period 1 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 4 Class 10:00-11:00: Period 5 Class 11:15-12:15: Period 6 Class 12:45-1:45: Period 1 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop
Day 3	9:00-10:00: Period 2 Class 10:00-11:00: Period 3 Class 11:15-12:15: Period 4 Class 12:45-1:45: Period 5 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 2 Class 10:00-11:00: Period 3 Class 11:15-12:15: Mentor Teacher Support 12:45-1:45: Period 4 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop
Day 4	9:00-10:00: Period 6 Class 10:00-11:00: Mentor Teacher Support 11:15-12:15: Period 1 Class 12:45-1:45: Period 2 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 5 Class 10:00-11:00: Period 6 Class 11:15-12:15: Period 1 Class 12:45-1:45: Period 2 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop
Day 5	9:00-10:00: Period 3 Class 10:00-11:00: Period 4 Class 11:15-12:15: Period 5 Class 12:45-1:45: Period 6 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 3 Class 10:00-11:00: Period 4 Class 11:15-12:15: Period 5 Class 12:45-1:45: Period 6 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop

Grey	Grade 9	Grade 10	Grade 11	Grade 12
Day 1	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 1 Class 10:00-11:00: Period 2 Class 11:15-12:15: Period 3 Class 12:45-1:45: Period 4 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 1 Class 10:00-11:00: Period 2 Class 11:15-12:15: Period 3 Class 12:45-1:45: Mentor Teacher Support
Day 2	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 5 Class 10:00-11:00: Period 6 Class 11:15-12:15: Mentor Teacher Support 12:45-1:45: Period 1 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 4 Class 10:00-11:00: Period 5 Class 11:15-12:15: Period 6 Class 12:45-1:45: Period 1 Class
Day 3	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 2 Class 10:00-11:00: Period 3 Class 11:15-12:15: Period 4 Class 12:45-1:45: Period 5 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 2 Class 10:00-11:00: Period 3 Class 11:15-12:15: Mentor Teacher Support 12:45-1:45: Period 4 Class

Day 4	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 6 Class 10:00-11:00: Mentor Teacher Support 11:15-12:15: Period 1 Class 12:45-1:45: Period 2 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 5 Class 10:00-11:00: Period 6 Class 11:15-12:15: Period 1 Class 12:45-1:45: Period 2 Class
Day 5	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 3 Class 10:00-11:00: Period 4 Class 11:15-12:15: Period 5 Class 12:45-1:45: Period 6 Class	9:00- 10:00: Mentor Teacher Support 10:00- 11:30: Shop 12:00-2:35: Shop	9:00-10:00: Period 3 Class 10:00-11:00: Period 4 Class 11:15-12:15: Period 5 Class 12:45-1:45: Period 6 Class

Technology and Internet Access

In order to ensure the successful delivery in the remote learning model, all students and staff will have consistent and reliable access to devices and connectivity. Cape Cod Tech will take the steps necessary to provide appropriate electronic devices such a Chromebook, laptop or tablet, as well as adequate internet access. Adequate internet access is considered to be household broadband or a wireless hotspot. Additionally, technology and platform training and support will be provided for students, families, and teachers as needed to ensure continued access.

Academic Remote Learning Model

An online schedule will be developed which will incorporate every core course in every grade level including 21st Century Learning, General Art, and Academic Support. Students will be scheduled in appropriate academic classes. Teachers will be expected to hold synchronous instructional sessions at a minimum of three times per week. Teachers will be taking attendance at all scheduled classes and meetings.

Technical Studies Remote Learning Model

A schedule will be created to incorporate online courses for each technical area and grade level. Students will be scheduled in appropriate technical classes. Teachers are expected to hold synchronous instructional sessions at a minimum of twice per week. Teachers will be taking attendance at all scheduled classes and meetings.

Alignment of remote academic work to state standards

All teachers will align instruction to Massachusetts state frameworks. Teaching and learning activities inherent to the remote learning model will align with DESE's structured learning time requirements. Consistent with 603 CMR 27.08(3)(b), Cape Cod Tech requires that remote learning programs include regular, two-way communication between students, educators, and families to ensure students and families have meaningful opportunities to connect regularly with staff. Students must have regular, consistent opportunities to access live, synchronous instruction, student-to-student interaction, collaborative assignments/projects, teacher feedback, and other needed supports (e.g., semi-weekly

office hours, individual check-ins with students bi-weekly, etc.), as they are critical for student academic growth and meaningful student and family engagement. At a minimum, teachers will plan two all-class meetings per week. Cape Cod Tech teachers will articulate their availability for student support in their course syllabi and on their Landing Page/Google Classroom.

Students will follow the Student Expectation Guidelines (Attachment A)

Teachers/staff will follow the Teacher Expectation Guidelines (Attachment B)

Grading of students' remote work

Consistent with 603 CMR 27.08(3)(b), Cape Cod Tech will use a single, consistent grading policy for all academic and technical shops and assess all students based on the district's performance criteria for students during the 2020-2021 academic year. This performance criteria are consistent across all learning models (in-person, hybrid, and remote learning). For example, if students typically receive a letter grade (A-F) for a course, students who are participating remotely will also receive a letter grade.

Communication with student' parents/guardians

Parents are our biggest allies in working successfully with students. Communication between teacher and parent can make the teaching situation much more effective. Email and/or telephone communication with parents/guardians is expected. Teachers are expected to respond to Parent/Guardian communication within 48 hours. Schoolwide information will be posted on the school website, www.capetech.us, as well as the Blackboard phone system. Cape Cod Tech will also email parents more detailed information/newsletters to the last known email address on record. Text messages will be sent to known mobile numbers with links to access these newsletters.

Communication may include:

- Weekly consolidated communications for students and parents/caregivers, including meeting times and assignment checklists.
- Regular two-way communication with students, staff, and parents/caregivers to monitor program effectiveness. Support strategies will be adjusted as needed.
- Communication plans and strategies that are culturally responsive and accessible, including providing translation services.

Supporting High-Needs Students

If in-person instruction cannot be provided and students with disabilities are participating in the remote learning model, they will receive special education instruction and related services necessary to provide FAPE through a remote instruction and services model of delivery

When planning for remote learning models, consideration for continuing to maximize in-person learning for students with disabilities will be prioritized. As a district, our Students with Disabilities population does not currently include students with significant and complex high needs. All students with low to moderate needs will continue to receive support through an Instruction and Services model. The IEP team will collaborate with the district's families to determine if additional instructional support, using in-person instruction is needed for the student to make progress toward their learning goals. Instruction and services provided remotely via a Remote Learning model will follow the guidance provided in the section above for Hybrid Learning. If a student with significant and complex needs is enrolled in the District, in-person services delivered within the school day (or in a community-based setting) will be considered as part of the remote model. This will ensure that as many services as possible are provided in-person instead of remotely.

The district will ensure that all High Needs students, which includes ELLs, FELLs, foster, homeless students as well as economically disadvantaged students, will have full access to all supports of the programs to which they are assigned.

The district will continue to promote inclusive services for all students in the least restrictive environment. Students will receive all services pursuant to their IEP. The district will continue to monitor student progress and distribute quarterly progress reports which will include collected data from service providers and educators either remotely or in-person. The district will remain vigilant to ensure all initial evaluations, reevaluations, and IEP meetings adhere to State mandated timelines. On-going communication with families will ensure all students have a well-developed comprehensive plan for high quality individualized instruction. All communications will be translated to the parent or guardians preferred language as needed.

Learning Platforms

- Utilization of the Google platform (Classroom, Meet, Gmail, Slides, Sheets, etc.) for a learning management system (LMS).
- Use of a variety of other Google collaboration tools.
 - Face-to-face communication: Google Meet
 - Document collaboration: Google Documents
 - File-sharing: Google Drive
 - Calendar-sharing Google Calendar
 - Email: Gmail
 - Classroom asynchronous and synchronous learning: Google Classroom

Beginning this year, Cape Cod Tech is collaborating with *Modern Teacher*. This platform is a professional learning organization that trains teachers to use technological tools to understand, implement and manage new design and delivery models for blended and remote learning classroom environments. The intent of *Modern Teacher* is to provide a uniform learning environment for students and their families.

Mentor teacher for all learners

Cape Cod Tech will designate certain faculty and staff as mentor teachers. These staff members may be those who are not able to attend school or others as designated by the district. Students will be assigned a mentor teacher regardless of their participation in in school or remote learning. The mentors will be designated as the staff liaison for these assigned students' parents/guardians

The Mentor teachers will be in contact with these students' teachers regarding completed work and incomplete work. Mentor teachers will be responsible for taking daily attendance for all at home students. In- school students will be required to participate in a check-in meeting on their remote learning days. At-home students will be required to check in and participate in classes with their mentor teacher multiple times a week. Mentor teachers will also be required to facilitate and manage one or more Online Academic Support classes.

Curriculum

Regardless of the instructional environment (in-person, hybrid or remote), Cape Cod Tech instruction will align to the Massachusetts Academic and/or Technical Frameworks. Teachers are prepared to move forward with the established scope and sequence for each course throughout the school year.

Instructional Materials

To prevent the sharing of student technology and learning supplies. Students will be issued a 1:1 learning device. Each student will also receive an academic supply kit. These kits will prevent the sharing of student materials.

F. Out of School Time Plan

Additional Supports, instruction, or services the district will provide to students.

- After school: Cape Tech provides after school Homework Labs for students in the areas of English Language Arts, Mathematics, and Science. These Homework Labs are staffed by teachers and all students are encouraged to attend for assistance or additional support. During Hybrid and Remote Learning Phases, Homework Labs will be offered via Google Meet two afternoons each week in each of the three subject areas noted above.
- Through 21st Century Learning: Cape Tech teachers will design lessons that incorporate 21st Century skills of collaboration, digital literacy, critical thinking, and problem solving. These lessons will be employed throughout the 2020 - 2021 school year in Remote, Hybrid, and Face-to-Face learning environments. Technology support and technology integration support are readily available to staff and students at any time.
- Access to breakfast and lunch will be available for all students deemed to be Free or Reduced by the USDA. Parents/guardians will be able to pick up breakfast and lunch meals for their students when they are in a remote learning environment.
- Weekends: While the District does not have specific plans to implement weekend programming, the nature of the hybrid platform allows students to access remote - Google class assignments on the weekends if needed.

G. Student Supports and professional learning

Safety, wellness and social emotional supports

Addressing students' mental health and trauma is a priority area for Cape Cod Tech. Faculty and staff are developing student supports as well as providing resources for families. All faculty and staff will receive professional development training prior to the start of the school year. Sessions are being developed that address potential student traumas and social emotional issues. The District will spend a full day of professional development that will be presented by in-person staff as well as the Massachusetts Partnership for Youth. All students who return in person will participate in Trauma Screening. Using existing trained school counselors and a social worker, each student will be evaluated for potential trauma. Trained staff will respond and develop plans for supporting students who show signs of trauma.

District staff has developed a plan to strengthen relationships between students and school staff. Each staff member will participate in relationship mapping to identify students who have pre-existing relationships and identify areas where students lack staff relationships. When possible, looping students with staff that have pre-established relationships will be utilized.

Planning and instruction

To prepare for in-person, hybrid, or remote learning methods of instruction for the 2020 - 2021 school year, many Cape Tech teachers are engaged in summer professional development opportunities during the summer months. Cape Tech will continue to provide ongoing professional development opportunities and planning time for teachers to prepare to pivot from one learning plan to another.

Cape Tech has articulated student expectations and teacher expectations for teaching and learning in the in-person, hybrid, and remote learning models. As previously stated, Cape Tech will implement a Mentor Program which will provide all learners with a Mentor Teacher.

Assessment

Formative and summative assessments will continue to be utilized by teachers to gather relevant information about student performance and progress. Students are expected to participate in all assessments, including, but not limited to tests, quizzes, projects, writing assignments and class discussions. Cape Cod Tech will use one consistent grading policy for all academic and technical shops.

Interventions

- Social Emotional Interventions: as previously mentioned, all in-person students will participate in trauma screening.
- Instructional:
 - All teachers are available to support students and are expected to communicate their office hours to students and to parents/guardians via their course syllabi and via their Google Classroom. These support sessions are available to students in all learning environments including in-person, hybrid, and remote.
 - Instructional Aides are assigned to many classes at Cape Tech. They are instrumental in providing additional support and often one-to-one assistance to our students. These Instructional Aides work with students in all learning environments including in-person, hybrid, and remote.
- School Calendar - For a detailed school calendar, please refer to Attachment C

H. Other

A New Facility

The district is nearing completion of our new school under the MSBA program. Although the district intends to begin with a hybrid model for teaching and learning as a part of our phased-in approach, we may shift to remote learning based on the realities of our construction project. Several factors could impact our ability to offer in-person learning during a portion or the entire month of September:

- Currently, the district does not have a definitive date for occupancy of our new building. Our school calendar calls for staff to return on **September 2nd**; however, we may need to engage with our faculty and staff remotely in September for mandated training and professional development. The amount of time needed in the building for preparing educational spaces, delivering safety orientations (evacuation route, fire drills protocol, run/hide/fight protocol, etc.), mapping out COVID traffic flows, and finalizing food service delivery, bus transportation, and determining arrival and dismissal traffic patterns is significant.
- Although the district anticipates acquiring all the appropriate permits, inspections, and systems commissioning, unanticipated regulatory hurdles opening our new building could impact our ability to provide hybrid or in-person learning during all or a portion of September 2020.

Vocational education

Vocational programming will align with the July 29th DESE guidance on Career/Vocational Technical Education Reopening.

I. Certification of health and Safety Requirements

The Cape Cod Regional High School District hereby certifies that they will have met the final health and safety requirements as issued by the Massachusetts Department of Elementary and Secondary Education. DESE.



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Attachment A

Student Expectations for Learning - 3 Plans			
	Face-to-Face	Hybrid	Remote
Attendance	Success at Cape Cod Tech depends on consistent and timely attendance and is expected of all students. (See Student Handbook p. 11 and Teacher's Class Syllabus)	Success at Cape Cod Tech depends on consistent and timely attendance in all Face-to-Face and Remote classes and is expected of all students. (See Student Handbook p. 11 and Teacher's Class Syllabus)	Success at Cape Cod Tech depends on consistent and timely attendance in all Remote classes and is expected of all students. (See Student Handbook p. 11 and Teacher's Class Syllabus)
Participation	Active student participation in all class activities is expected, including, but not limited to, <ul style="list-style-type: none">> Class discussions> Small group sessions> Presentations> Workshops	Active student participation in all class activities is expected. (See Face-to-Face and Remote)	Active (video and audio activated on device) student participation in all class activities is expected, including, but not limited to, <ul style="list-style-type: none">> Zoom meetings> Google meets> Whole class discussions> Small group breakout sessions> Presentations> Workshops
Homework	Homework plays an essential and integral role in student learning. Students are expected to complete assignments in a timely fashion. (See Student Handbook p.36 and Teacher's Class Syllabus)	Homework plays an essential and integral role in student learning. Students are expected to complete assignments in a timely fashion. (See Student Handbook p.36 and Teacher's Class Syllabus)	Homework plays an essential and integral role in student learning. Students are expected to complete assignments in a timely fashion. (See Student Handbook p.36 and Teacher's Class Syllabus)



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Assessments	Formative and summative assessments are utilized by teachers to gather relevant information about student performance and progress. Students are expected to participate in all assessments, including, but not limited to, <ul style="list-style-type: none">> Tests> Quizzes> Projects> Writing assignments> Class discussions	Formative and summative assessments are utilized by teachers to gather relevant information about student performance and progress. Students are expected to participate in all assessments, including, but not limited to, <ul style="list-style-type: none">> Tests> Quizzes> Projects> Writing assignments> Class discussions	Formative and summative assessments are utilized by teachers to gather relevant information about student performance and progress. Students are expected to participate in all assessments, including, but not limited to, <ul style="list-style-type: none">> Tests> Quizzes> Projects> Writing assignments> Class discussions
Deadlines	Deadlines for student work will be determined by the classroom teacher. Students are expected to honor deadlines. (See Teacher's Class Syllabus)	Deadlines for student work will be determined by the classroom teacher. Students are expected to honor deadlines. (See Teacher's Class Syllabus)	Deadlines for student work will be determined by the classroom teacher. Students are expected to honor deadlines. (See Teacher's Class Syllabus)
Grading	Cape Cod Tech will use one consistent grading policy for all academic and technical shops. (See Student Handbook p. 39 and Teacher's Class Syllabus)	Cape Cod Tech will use one consistent grading policy for all academic and technical shops. (See Student Handbook p. 39 and Teacher's Class Syllabus)	Cape Cod Tech will use one consistent grading policy for all academic and technical shops. (See Student Handbook p. 39 and Teacher's Class Syllabus)
Cutting Class or Shop	A student cutting a class/shop will receive a Zero (o) grade for that class period's work. Any examination or test given at the time of the cut will count as a zero (o) and cannot be made up for credit. (See Student Handbook p. 12 and Teacher's Class Syllabus)	A student cutting a class/shop will receive a Zero (o) grade for that class period's work. Any examination or test given at the time of the cut will count as a zero (o) and cannot be made up for credit. (See Student Handbook p. 12 and Teacher's Class Syllabus)	A student cutting a class/shop will receive a Zero (o) grade for that class period's work. Any examination or test given at the time of the cut will count as a zero (o) and cannot be made up for credit. (See Student Handbook p. 12 and Teacher's Class Syllabus)



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Tardies	Students are expected to arrive at all class sessions at their scheduled time. (See Student Handbook p. 12 and Teacher's Class Syllabus)	Students are expected to arrive at all class sessions at their scheduled time. (See Student Handbook p. 12 and Teacher's Class Syllabus)	Students are expected to arrive at all class sessions at their scheduled time. (See Student Handbook p. 12 and Teacher's Class Syllabus)
Acceptable Use	The use of school equipment, the network and access to the Internet at Cape Cod Tech are provided to students according to Cape Tech's Acceptable Use Policy. (See Student Handbook p. 7 and Teacher's Class Syllabus)	The use of school equipment, the network and access to the Internet at Cape Cod Tech and in remote learning environments are provided to students according to Cape Tech's Acceptable Use Policy. (See Student Handbook p. 7 and Teacher's Class Syllabus)	The use of school equipment, the network and access to the Internet at Cape Cod Tech and in remote learning environments are provided to students according to Cape Tech's Acceptable Use Policy. (See Student Handbook p. 7 and Teacher's Class Syllabus)
Student Conduct	Each student shall: • Attend school regularly • Apply best efforts in studying and learning. • Behave in a non-disruptive manner with regards to the rights and privileges of others. • Follow all procedural regulations of this school. • Be held responsible and accountable for any action potentially dangerous and/or detrimental to any individual's health and well-being, either physically or emotionally. (See Student Handbook p. 49)	Each student shall: • Attend school regularly • Apply best efforts in studying and learning. • Behave in a non-disruptive manner with regards to the rights and privileges of others. • Follow all procedural regulations of this school. • Be held responsible and accountable for any action potentially dangerous and/or detrimental to any individual's health and well-being, either physically or emotionally. (See Student Handbook p. 49)	Each student shall: • Attend school regularly • Apply best efforts in studying and learning. • Behave in a non-disruptive manner with regards to the rights and privileges of others. • Follow all procedural regulations of this school. • Be held responsible and accountable for any action potentially dangerous and/or detrimental to any individual's health and well-being, either physically or emotionally. (See Student Handbook p.49)
Dress Code	In order to create a positive environment conducive to learning, students are to be appropriately and	In order to create a positive environment conducive to learning, students are to be appropriately and	In order to create a positive environment conducive to learning, students are to be appropriately and



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	neatly dressed. If a student's general attire or appearance represents a danger to his/her health or welfare or attracts undue attention to the extent that it becomes a disruptive factor in the school, the student will be asked to make necessary changes. (See Student Handbook p. 16)	neatly dressed. If a student's general attire or appearance represents a danger to his/her health or welfare or attracts undue attention to the extent that it becomes a disruptive factor in the school, the student will be asked to make necessary changes. (See Student Handbook p. 16)	neatly dressed. If a student's general attire or appearance represents a danger to his/her health or welfare or attracts undue attention to the extent that it becomes a disruptive factor in the school, the student will be asked to make necessary changes. (See Student Handbook p. 16)
Taking and use of pictures, audio recordings and video recordings	The unauthorized taking and/or use of visual images, audio recordings and video recordings in the school, on school grounds, on school buses, at off-campus work sites, at COOP jobs, at internships or at school events is prohibited. (See Student Handbook p. 49)	The unauthorized taking and/or use of visual images, audio recordings and video recordings in the school, on school grounds, on school buses, at off-campus work sites, at COOP jobs, in virtual meetings, at internships or at school events is prohibited. (See Student Handbook p. 49)	The unauthorized taking and/or use of visual images, audio recordings and video recordings in the school, on school grounds, on school buses, at off-campus work sites, at COOP jobs, in virtual meetings, at internships or at school events is prohibited. (See Student Handbook p. 49)
Academic Integrity	The work turned in by Cape Tech students is expected to be their own work. Acknowledgement must be given to the work and ideas of another.	The work turned in by Cape Tech students is expected to be their own work. Acknowledgement must be given to the work and ideas of another.	The work turned in by Cape Tech students is expected to be their own work. Acknowledgement must be given to the work and ideas of another.



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Attachment B

Teacher Expectations - 3 Plans			
	Face-to-Face	Hybrid	Remote
Office Hours	Cape Tech teachers articulate their availability for student support in their course syllabi.	Cape Tech teachers articulate their availability for student support in their course syllabi and on their Landing Page/Google Classroom.	Cape Tech teachers articulate their availability for student support in their course syllabi and on their Landing Page/Google Classroom.
Class Meetings	As per daily schedule	As per daily schedule (face-to-face) and as per remote plan schedule.	At minimum, teachers should plan 3 all-class meetings per week.
Course Expectations	Cape Tech teachers articulate their class expectations in their course syllabi.	Cape Tech teachers articulate their class expectations in their course syllabi and on their Landing Page/Google Classroom.	Cape Tech teachers articulate their class expectations in their course syllabi and on their Landing Page/Google Classroom.
Unit Plans	Teachers submit unit plans which address state framework standards, learning targets and material to be covered for the time between two and six weeks of instructional time (see Collective Bargaining Agreement).	Teachers submit unit plans which address state framework standards, learning targets and material to be covered for the time between two and six weeks of instructional time (see Collective Bargaining Agreement)	Teachers submit unit plans which address state framework standards, learning targets and material to be covered for the time between two and six weeks of instructional time (see Collective Bargaining Agreement)



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Grading	Cape Cod Tech will use one consistent grading policy for all academic and technical shops. (See Student Handbook p. 39 and Teacher's Class Syllabus)	Cape Cod Tech will use one consistent grading policy for all academic and technical shops. (See Student Handbook p. 39 and Teacher's Class Syllabus)	Cape Cod Tech will use one consistent grading policy for all academic and technical shops. (See Student Handbook p. 39 and Teacher's Class Syllabus)
Assessments	Formative and summative assessments are utilized by teachers to gather relevant information about student performance and progress. Students are expected to participate in all assessments, including, but not limited to, <ul style="list-style-type: none"> ➤ Tests ➤ Quizzes ➤ Projects ➤ Writing assignments ➤ Class discussions 	Formative and summative assessments are utilized by teachers to gather relevant information about student performance and progress. Students are expected to participate in all assessments, including, but not limited to, <ul style="list-style-type: none"> ➤ Tests ➤ Quizzes ➤ Projects ➤ Writing assignments ➤ Class discussions 	Formative and summative assessments are utilized by teachers to gather relevant information about student performance and progress. Students are expected to participate in all assessments, including, but not limited to, <ul style="list-style-type: none"> ➤ Tests ➤ Quizzes ➤ Projects ➤ Writing assignments ➤ Class discussions
Student Feedback	Teachers are expected to provide feedback (verbal and/or written) to students in a timely manner for students to benefit from the feedback and make adjustments to their work and/or resubmit assignments.	Teachers are expected to provide feedback (verbal and/or written) to students in a timely manner for students to benefit from the feedback and make adjustments to their work and/or resubmit assignments.	Teachers are expected to provide feedback (verbal and/or written) to students in a timely manner for students to benefit from the feedback and make adjustments to their work and/or resubmit assignments.
Parent/Guardian Feedback	Parents are our biggest allies in working successfully with students. Communication between teacher and parent can	Parents are our biggest allies in working successfully with students. Communication between teacher and parent can	Parents are our biggest allies in working successfully with students. Communication between teacher and parent can



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	make the teaching situation much more effective. Email and/or telephone communication with parents/guardians is expected. Teachers are expected to respond to Parent/Guardian communication within 48 hours.	make the teaching situation much more effective. Email and/or telephone communication with parents/guardians is expected. Teachers are expected to respond to Parent/Guardian communication within 48 hours.	make the teaching situation much more effective. Email and/or telephone communication with parents/guardians is expected. Teachers are expected to respond to Parent/Guardian communication within 48 hours.
Attendance	Success at Cape Cod Tech depends on consistent and timely attendance and is expected of all students. (See Student Handbook p. 11 and Teacher's Class Syllabus) Teachers are expected to keep accurate daily attendance records.	Success at Cape Cod Tech depends on consistent and timely attendance in all Face-to-Face and Remote classes and is expected of all students. (See Student Handbook p. 11 and Teacher's Class Syllabus) Teachers are expected to keep accurate daily attendance records.	Success at Cape Cod Tech depends on consistent and timely attendance in all Remote classes and is expected of all students. (See Student Handbook p. 11 and Teacher's Class Syllabus) Teachers are expected to keep accurate daily attendance records.
Deadlines	Deadlines for student work will be determined by the classroom teacher. Students are expected to honor deadlines. (See Teacher's Class Syllabus)	Deadlines for student work will be determined by the classroom teacher. Students are expected to honor deadlines. (See Teacher's Class Syllabus and Landing Page/Google Classroom)	Deadlines for student work will be determined by the classroom teacher. Students are expected to honor deadlines. (See Teacher's Class Syllabus and Landing Page/Google Classroom)

Attachment C: School Calendar

**CAPE COD REGIONAL TECHNICAL HIGH SCHOOL
CALENDAR 2020-2021—SECOND DRAFT 3/26/2020**

August 2020 0 days						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020 17 days						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020 20 days						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	11
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020 17 days						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020 17 days						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- ◇ = First/Last Teacher Day
- = First/Last Student Day
- = No School/Vacation/Holiday
- △ = Professional Development /No School
- ◊ = 1/2 student days
- ☆ = Makeup days if needed
- ★ = Graduation Day

September
 2- First Day Teachers
 3- Professional Day
 7 - Labor Day
 15-18- First Day Students

October
 12 - Columbus Day

November
 11 - Veterans Day
 25 - 27 Thanksgiving

December
 12/ 24 - /31 Winter Recess

January
 1 - New Year's Day
 4 - Return to School
 18- Martin Luther King Day

February
 15- 19 February Vacation

March
April
 19- 23 Spring Vacation

May
 31- Memorial Day

June
 12 Graduation
 21 *Last Day Students
 28 *Make-up Days for Cancellations
 22 Last Day Teachers
 29 *Teacher Make-up Days for Cancellations

School Committee
 Approval: 08/6/2020

January 2021 19 days						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021 15 days						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021 23 days						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021 17 days						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021 20 days						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021 15 days						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			