



# Spring 2021 Learning Guide

for

## CEC Students and Families

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# Spring 2021 Learning Guide

## *About this Guide*

This guide has been designed to provide the CEC community with information on what to expect during the Spring 2021 semester. It is intended to provide clear expectations on health and safety protocols being followed by our schools, learning expectations for both remote and in-person learning, and information on various student supports available to our students. We hope this will help our families better work with the school as we navigate next semester. Updates to this guide will be highlighted and any changes will also be noted in the family announcements. The guide has been broken down into the following sections:

- Health and Safety Protocols
- Learning Expectations
- Student Supports

## *Health and Safety Protocols*

The guidance being provided to schools changes quickly so this document might change throughout the semester. Any changes to the health and safety protocols outlined below will be updated in this guide and sent out to families.

### **Guidance We Follow**

The following guidelines will be followed at our schools to help prevent the spread of Covid-19 in our schools and community.

- Guidance on Safety Measures in the School - [Larimer County School Guidance](#)
- Guidance on Responding to Covid-19 Cases – [CDPHE Cases Guidance](#)
- Guidance on Defining Cases and Outbreaks – [Colorado Covid-19 Case Definitions](#)

### **Safety Protocols for In-Person Learning**

The following safety protocols and procedures will be in place at both campuses for any in-person learning.

#### **Symptom Screening**

Students and staff at both schools will need to be screened for Covid-19 symptoms **before** arriving at school. In addition to being screened at home, student temperatures will be checked when they arrive at school. If any of the following symptoms are present, keep your student at home, inform the school of symptoms, and reach out to a health care provider about Covid-19 testing and next steps for treatment. **This is an essential step to keeping our schools open.**

- Feeling feverish, having chills, or temperature 100.4°F or higher
- New or unexplained persistent cough
- Shortness of breath
- Difficulty breathing
- Loss of taste or smell
- Fatigue
- Muscle aches
- Headache
- Sore throat
- Nausea or vomiting
- Diarrhea
- Runny nose or congestion

#### **Face Mask Requirement**

Students and staff will be **required to wear face coverings that cover their mouth and nose** at all times except while eating and drinking.

- Parents/guardians are responsible for providing face coverings which must follow [county guidance](#) and include at least 2 layers of fabric.
- Face shields and other coverings that do not fully cover the mouth and nose can be used in addition to face coverings, but not as a standalone covering.
- Face covering breaks with social distancing will be available during the day.
- Students that refuse to wear a mask or do not keep their mask on during school will be sent home.

### **Student/Staff Appears Sick at School**

If a student or staff exhibits any symptoms of Covid-19 while at school, they will be moved to an isolation room and will need to be picked up or released to drive home. Students will need to be released by their parents and the school nurse.

### **Returning to School after Having Symptoms**

If your student shows any Covid-19 symptoms it is our recommendation to have them tested as soon as possible. For any student that has shown Covid-19 symptoms, please contact our health office to determine when they are allowed to return to school.

### **Informing the School of Cases**

Please let the school know of any concerns about possible exposure to Covid-19 within your family or close contacts.

### **Additional Safety Measures**

In addition to the safety measures mentioned above, the following will be in place at both our schools:

- All staff and students will be asked to maintain six feet of social distancing whenever possible. Hallways and floor markings will be used throughout the building to indicate direction of flow.
- Enhanced cleaning of high-touch surfaces and sanitizing of buildings and restrooms
- No visitors or volunteers will be allowed in the school.
- Water fountains will be closed off, but the water bottle refill stations will be available. Students are encouraged to bring water bottles to school with them.
- CECFC buildings will feature common health and safety signage.
- A Needlepoint Bipolar Ionization unit is being installed in the ventilation systems at both schools.

### **Communication on Cases in the School**

Families can expect the following communication from the school about probable and confirmed cases of Covid-19 that have been in our schools within 2 weeks of the case determination. A confirmed case is an individual that has tested positive for Covid-19. A probable case is an individual that has two or more minor symptoms or one major symptom of Covid-19 and has been a close contact with a confirmed or probable case. Case definitions can be found [here](#).

- **Weekly Case Numbers:** We will include an updated list of the number of probable and confirmed Covid-19 cases in our schools in our weekly parent newsletter. Students and staff that have not been in our building within 2 weeks of being designated probable or confirmed will not be included.
- **Family Contact:** Parents will be contacted if their student is considered a close contact of someone that is a probable or confirmed Covid-19 case. A close contact is defined as being within 6 feet of the individual for 15 minutes or great while both parties are masked.
- **Contact Tracing:** Contact information of any confirmed cases, probable cases, or close contacts will be shared with the Larimer County Department of Health and Environment (LCDHE). This information includes name, date of birth, address, and contact information. LCDHE conducts contact-tracing investigations in partnership with CEC, and it is imperative that our families answer any calls from the health department. A delay in answering contact tracers and providing timely, accurate information to the health department will likely result in a school-wide closure.

# ***Learning Expectations***

## **Technology**

### **Computers, Microphones and Webcam**

If students are participating in a virtual class or meeting, webcams should be turned on and mics available to communicate with the class. If your student does not have access to a webcam or mic you can purchase webcams with built in mics for as little as \$20 each. If your family cannot afford to purchase them, please send a support ticket to our IT department, and we will check out the equipment you need to your student.

*IT Support email: [support@coloradoearlycolleges.org](mailto:support@coloradoearlycolleges.org)*

### **Office 365 Access and Support**

We have created a Remote Learning Resource Page for students and parents including information on how to use Infinite Campus and Microsoft Office 365 which can be found [here](#). If you have any issues accessing your Microsoft Office 365 or Infinite Campus account, you can contact our tech support.

### **Infinite Campus Access and Support**

Parents and students should be monitoring Infinite Campus weekly to stay up to date on students' grades and absences. Teachers post grades within a week of completion of assignments that have been turned in on time. Projects, essays, and some assessments may take longer, but students should expect feedback prior to the next project, test, or essay. If you have any questions about your student's grades in Infinite Campus, please reach out to the teacher or contact Karisa Hocke with the specific questions.

### **Document Scanning Options**

Students may need to upload handwritten work for classes throughout the semester. It is helpful to download the app "Microsoft Office Lens" to a cell phone the student has access to regularly for these purposes. This application allows the student to easily scan and send a document directly to their Microsoft OneDrive account to upload as an attachment to an assignment in Teams. Directions on set up can be found [here](#).

### **Other Microsoft Applications**

Depending on the class and learning activity, other applications within Microsoft Teams may be used. Using the majority of these applications will be described, modeled, and practiced in the first two weeks of the semester. It is crucial that students attend live classes and complete these introductory assignments to ensure they can use these technologies appropriately.

Any resources or tutorials guiding the use of these additional applications will be available under "Files" in the main page ("General Channel") of the class Team for access throughout the semester.

## Attendance

### Attendance in Class

Regardless of what phase of learning we are in, students are expected to attend classes during the set class time Monday-Thursday. Fridays will remain asynchronous and students are expected to complete their Friday check-in during school hours. This is true for both in-person and remote days. For the duration of class time, students may have a live class to attend, a check in to complete, or a project/assignment they should be working on during class time with teacher guidance.

Parents/Guardians need to call or email the school to report absences due to technology issues and sickness if their student is not able to attend their class during the set class time. In order to qualify for makeup work and avoid late work penalties, **parents must communicate the absence and the student must reach out to the teacher.**

High School Attendance: 970.689.3294 or [fchsattendance@coloradoearlycolleges.org](mailto:fchsattendance@coloradoearlycolleges.org)

Middle School Attendance: 970.682.2007 or [fcmsattendance@coloradoearlycolleges.org](mailto:fcmsattendance@coloradoearlycolleges.org)

### Attendance Definition

On days when a student is scheduled to be in-person, all normal attendance expectations will be followed.

On days when a student is scheduled to work remotely, the following will count as “present”:

- Joining the live meeting with camera on at the beginning of the scheduled class *If technology issues arise, the student needs to send a Teams chat or email immediately to the instructor. If that is not possible, guardians should report the absence to the attendance line, and the student should contact the teacher as soon as technology permits.*
- Meeting with the instructor for an individually scheduled one-on-one meeting
- *College classes only-* interacting with the assigned content for the day (Discussion boards, assignments, check-ins with the teacher, live class) within D2L at or before class time for that specific day.

### Attendance Process

**Live classes** (both in-person and remote):

Attendance will be taken within the first 5 minutes of class

### Asynchronous College Classes

Attendance will be taken during the normally scheduled class period.

*Families may see updates throughout the day all the way up until noon the following day as instructors make updates.*

## Class Teams Standardization and Usage

### General Teams Navigation

- Teams is the one place where a student can find anything needed for their middle school and college prep courses.
- There will be a tab to access Infinite Campus and Microsoft Outlook in each course's general channel.
- Students should open EVERY class team each day **the class is scheduled**
- The "General" tab is the first page that appears and will contain the following:
  - A breakdown of what to expect that week
  - The assignment for each day
- The "Files" at the top house the syllabus and other class handouts
- "Channels" appear to the left and include discussions, groups, and units referenced in the directions in the General Channel
  - Channels may also contain files relevant to that specific channel only
- Additional Apps or websites used for the course will appear as tabs across the top.

### Weekly Course Structure

- Teachers will post a weekly agenda at the beginning of the week on the General channel in the class team
  - The intention of this is for the student to know what to expect that week
- Each day, assignments related to that agenda will appear on the general channel.
  - Once a student clicks on the assignment, all directions and links relevant to the day will be included

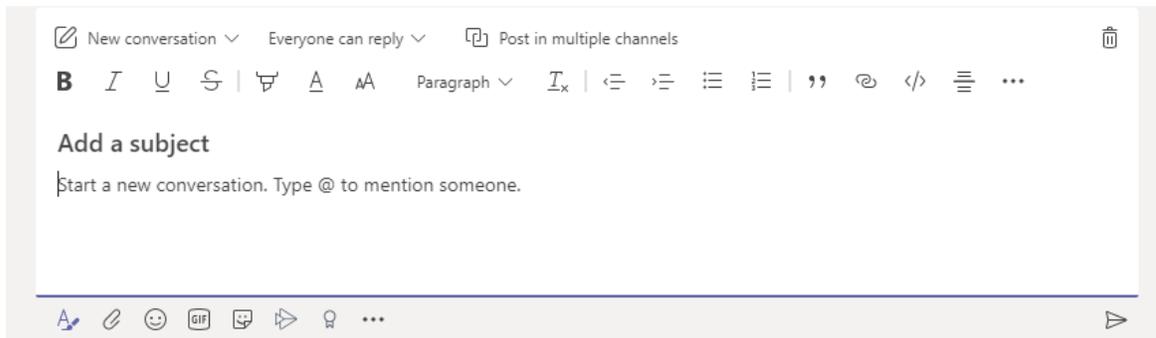
### Using the Assignments Function

- All daily work will appear as an "Assignment" on the class team
- Students should check each team for further directions, reminders, live meetings, etc.
- Only checking the Assignments button could result in missing something! **Always check the class Team each day class is scheduled.**
- Not all assignments are graded. There will be more assignments in Teams than in Infinite Campus. Teachers in all settings use learning activities for students to practice skills and to gauge what students understand to determine how to best move forward. Not everything the student does in person has a grade attached nor will everything completed in the "remote classroom".

### Using the Posts Function

- Only Instructors can post on the main class page, but students will have the opportunity to ask questions, connect with peers, and contribute to discussions on other "Channels" found on the left-hand side of the class Team.

- When posting, click on the small “A” on the bottom left to provide options for formatting. All posts should be professional, respectful, and edited to clearly state the student’s meaning.



## D2L and College Courses

College Courses most often use the D2L platform for courses. Students in college courses need to access D2L daily to access announcements, live classes, content, and assignments. Here are some elements to be aware of:

- Here are directions and support for logging into D2L:
  - [Front Range](#)
  - [Aims](#)
- D2L access is often delayed through the community colleges for the first week or two of the semester. It is crucial that students check their CEC emails for updates on class instruction in the interim. Microsoft Teams may temporarily be used until all students have D2L access.
- Once a student logs in and clicks on a class, the announcements page is the first element they will see. Instructors will post specific directions on how to use their class D2L here and also explicitly explain this setup in live classes during the first week or two. It is crucial to attend these in order to know how to access the course.
- Several tools exist in all D2L courses to help students navigate, but depending on the course content, they may be used differently. Here are some helpful places to explore:
  - The “Content” button at the top will give the student a list of units and content as well as any syllabi and directions for the course. This is a good place to go when returning to material or navigating between different units and to help keep on track with ensuring all learning activities are completed for the week.
  - The “Assignments” button at the top is a good place to go when planning out the week (or month) to see due dates and also a quick place to go to turn in assignments once complete.
  - The “Discussions” tab is often linked in other places but the direct stop for students to go to when contributing to discussion boards.

- The “Quizzes” tab may also be used in addition to the Assignments tab to deliver assessments.

## **Expectations Regardless of Learning Modality**

### **Schedule and Routines**

We have found that our students who follow their normal class schedule during remote learning are more successful. Students are expected to follow their normal class schedule on remote days. If your family has technology needs or other barriers that make it difficult to attend remote classes during their set time, please contact Collin Turbert.

*\*This includes the five-minute break that would normally be given as a passing period. At times, teachers may stay on live classes longer (into “passing period”) to answer questions, but students can politely type in the chat that they need to leave to get ready for the next class and ask to schedule another time for questions if the need arises.*

### **Interaction with Instructors**

During live virtual classes, the same expectations for participation and engagement exist as in-person classes. Our students get the most out of virtual classes when they are actively participating, asking questions, and staying engaged.

### **Teams, D2L, Email, and Infinite Campus**

Students should be checking all of the following platforms that apply to them DAILY:

- Check Teams for information about and to attend middle school and college prep classes
  - Everything you need for class is housed here
- Check D2L for information about and to attend college classes
- Check email for school communications and occasional information from teachers
- Check Infinite Campus to see actual grades and attendance
  - When something is missing/problematic, students should connect with teachers *within the week* to fix what is missing on their end or troubleshoot something that may be missing from the teacher’s end.

### **Course Structure**

Each course will have a slightly different structure in order to best accommodate the subject matter. Here are some common learning activities and basic expectations that students will experience:

- Live classes
- Pre-Recorded Videos/Lesson Preparation/Practice
- Live Group Activities
- Discussion Boards
- Collaborative learning activities outside of class time
- Independent learning activities
- In-person learning activities

## Hybrid Learning

### Blue and Gold Groups

All students have been assigned to either the Blue or Gold cohorts based on last name (Blue is A-L, Gold is M-Z). If issues with carpooling or transportation arise, and you need to change your group, please contact Emily Park at the High School or Crystal Fretwell at the Middle School.

- "Blue group" attends school Mondays and Tuesdays (full days) with remote learning Wednesday, Thursdays, and Fridays.
- "Gold group" attends school Wednesdays and Thursdays (full days) with remote learning Mondays, Tuesdays, and Fridays.

### Expectations during In-Person Learning

- Please make sure your students are bringing all the supplies and materials they need to attend classes and do homework while they are at school. This includes textbooks, notebooks, planner, laptop, headphones, paper, writing utensil, and anything else they will use while at school.
- Students will need a charged laptop for in person learning at both campuses. If your student does not have a laptop they can bring to school with them, we will have Chromebooks available to check out at the beginning of the day.
- Please review our [student handbook](#) and the expectations around dress code and student conduct at school.
- That students are being screened for Covid-19 symptoms before they come to school and that the health and safety protocols outlined above are being followed.

### Student Supports

During Hybrid learning we will have several student supports available. At the Middle School this will include our IPASS program and tutoring. At the High School this will include tutoring, teacher office hours and in-person workouts.

All students will have access to the following only on their normally assigned days (Blue- Monday/Tuesday; Gold- Wednesday/Thursday):

- In-person office hours
  - In-person tutoring
- Virtual tutoring is an option every day for all students.*

## **Remote Learning**

### **Student Supports**

We will continue to offer in-person support during any period of remote learning for students. At the Middle School this will include our IPASS program and tutoring. At the High School this will include in-person schedules for students with IEPs and 504s, ELL and MTSS students, and students with attendance agreements.

All students will have access to the following, only on their normally assigned days (Blue- Monday/Tuesday; Gold- Wednesday/Thursday):

- In-person office hours
- In-person tutoring  
*Virtual tutoring is an option every day for all students.*
- In-person workouts the High School
- Select in-person classes (Instructors will communicate if this applies to their course)

### **Remote-Only Students**

- All middle school and college prep courses will run through Microsoft Teams
- College level courses will run primarily through D2L.
- Remote students should follow all guidelines listed above under “Attendance”
- Remote-only students need to connect with teachers via office hours or extra live sessions on Fridays frequently to ensure their needs are being met
- Remote students have access to virtual tutoring as well

# Student Supports

## Communication

### School Contact Information

Type of Information	Resource	School Contact
Student Accounts and Technology Help	<a href="#">CEC Account Website</a>	support@coloradoearlycolleges.org
Teachers/Instruction/Curriculum	<a href="#">Staff Directory</a>	<b>High School:</b> Karisa.Hocke@coloradoearlycolleges.org <b>Middle School:</b> Delight.Hockman@coloradoearlycolleges.org
Staff	<a href="#">Staff Directory</a>	Collin.Turbert@coloradoearlycolleges.org
School Accountability Committee (SAC)	<a href="#">SAC Webpage</a>	cecfcsac@gmail.com
Attendance	<a href="#">Student Handbook</a>	<b>High School:</b> (970) 689-3294 -or- FCHSattendance@coloradoearlycolleges.org <b>Middle School:</b> (970) 682-2007 -or- FCMSattendance@coloradoearlycolleges.org
Health Concerns	<a href="#">Health Services</a>	(970) 377-0044 ext. 10122 -or- Jen.McGlue@coloradoearlycolleges.org
COVID-19 Concerns	<ul style="list-style-type: none"> <li><a href="#">Larimer County Resources</a></li> <li><a href="#">CDE Resources</a></li> </ul>	(970) 377-0044 ext. 10122 -or- fortcollinshealth@coloradoearlycolleges.org
Admissions/Enrollment	<a href="#">Admissions Website</a>	Colleen.Wilhelm@coloradoearlycolleges.org
Graduation	<a href="#">Graduation Website</a>	Laura.Boulton@coloradoearlycolleges.org
Transcript Requests	<a href="#">Admissions Website</a>	Tami.Gustafson@coloradoearlycolleges.org
Schedule Changes	<a href="#">Advising Website</a>	<b>High School:</b> Emily.Park@coloradoearlycolleges.org <b>Middle School:</b> Crystal.Fretwell@coloradoearlycolleges.org
Student Services (504/IEP/ELL/GT/MTSS)	<a href="#">ESS Website</a>	Dan.Deslauriers@coloradoearlycolleges.org
Discipline/Dress Code	<a href="#">Student Handbook</a>	<b>High School:</b> Court.Sheffield@coloradoearlycolleges.org <b>Middle School:</b> Rick.Knable@coloradoearlycolleges.org
Social/Emotional Well Being	<a href="#">ESS Website</a>	<b>High School:</b> Stephanie.Lerner@coloradoearlycolleges.org <b>Middle School:</b> Lucinda.Sinclair@coloradoearlycolleges.org
Supporting Failing Grades	<a href="#">Staff Directory</a>	Contact Class Teachers or your HS Advisor

### **Course Information**

- **Middle School:** Middle School course information will be sent out to parents every week and include detailed information on the topics and assignments for that week in the weekly announcements.
- **College Prep Courses:** Weekly agendas will be posted in the General channel for each class Team. This will include the week's agenda and any assignments or assessments that will be given that week. Parents and guardians are encouraged to review these weekly agenda's with their students on Mondays to support in creatin a plan for the week.
- **College Courses:** Students in college level courses are expected to stay on top of the course workload and information on what to expect for the week will be provided directly to the student via D2L.

### **Teacher/Staff Communication**

Teachers will post assignment a minimum of 24 hours before the due date. Weekly agendas will be posted on Monday morning. It is expected of all our staff to respond to emails within 1-2 business days.

### **Student Communication**

Teaching our students how to communicate professionally and effectively is an important part of the education they receive at CECFC. We encourage all our students to be advocating for themselves and contacting teachers and staff directly through email or Microsoft Teams. It is important to remember that parents should not use their students' Teams account or email to send messages to teachers or staff. Parents should utilize their personal email to reach out to any teachers, or help your student reach out themselves and advocate for what they need.

### **Grading and Infinite Campus**

Parents and students should be monitoring Infinite Campus weekly to stay up to date on students' grades and absences. Grades are expected to be posted within a week of completion for all assignments that have been turned in on time. Projects, essays, and some assessments may take longer, but students should expect feedback prior to the next project, test, or essay. Assignments turned in late may take longer than one week to be graded and returned.

### **Feedback on Assignments and Assessments**

Feedback on assignments and tests is an integral part of the learning experience. Students can expect individual feedback on larger assignments and assessments. Some assessments will not be directly given back to the student but feedback on how they performed and an opportunity to review their test will be provided.

## **How to Support your Student**

### **Supporting Students Working Remotely**

Our School Accountability Committee has created a guide on how to best support our student during this trying year. The guide can be found [here](#).

### **Student Well-being**

Please encourage your student to be involved in clubs and other social activities that will be offered throughout the semester. These opportunities will be shared in our weekly family announcements and through class announcements. Please contact Dr. Lerner at the High School and Lucinda Sinclair at the Middle School with any social or emotional wellbeing concerns. We also have put together a [list of community resources](#) to help support students in these areas.