CECP Remote Return to Learn Guide

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Dear CECP Families,

I hope this letter finds you all healthy and safe.

Over the past few months, the staff at CEC have been working hard to create an educational model that fits into these uncertain times. I am proud of the staff in dedicating their time, energy, and efforts into creating this plan.

As we have all seen during this pandemic, information and directives change on a weekly basis – and trying to create a safe, equitable, and rigorous model within a system that changes quickly can be difficult. That is why I am asking students and families to be patient and flexible during these times.

We have gone back and forth over the months, like many schools. We have simulated model after model with the hopes of finding just the right one that fits our community. We have also seen schools that have already closed due to outbreaks just a day after they opened.

As you may know, students and staff from not only Douglas County but also Arapahoe, Adams as well as Denver counties - counties which have substantially higher COVID-19 rates - attend and work at CECP. While DCSD (please remember that CECP is not part of DCSD), is doing a hybrid model, most of the other districts in the counties listed above are fully remote.

Thus, after careful consideration and weighing the desire for in-person learning with the safety of our students, staff, and community, I have made the decision to start the school year fully remote with an anticipated date to return to a hybrid model toward the end of September. My heart goes out to our community and this decision was not easy. However, we could not accomplish a completely safe model for our students and staff with in-person learning at this time. Thus, please see the Remote Return to Learn Plan document for more details. Please feel free to contact your advisor if you have specific questions regarding your schedule.

We worked very hard to create our cohort hybrid model, and I know there will be frustration from families that we have decided to go remote. I completely understand the frustrations of the time and want nothing more than to have a sense of normalcy.

Again, thank you all for your patience, understanding, and flexibility. I look forward to the day this is all behind us and we can all be back together. I leave you with this parting thought: “In the end, it will be impossible to know if we overreacted or did too much, but it will be quite apparent if we under reacted or did too little.”

Sincerely,

Dr. Alex Tuel

CECP Head of School
Remote Learning Need to Knows:

- **First Days of School**—Please login to Teams at the time of courses, starting on Friday, August 14\(^{th}\) (College Classes Only), Monday, August 17\(^{th}\), and Tuesday, August 18\(^{th}\)

- **College Courses**—All college courses will consist of a mix of asynchronous and synchronous (live class lecture/activity). At least once a week, students will meet at the time of the course through a “live” class meeting on Teams.

- **College Prep (High School) Courses**—College prep courses will consist of a mix of asynchronous and synchronous learning (live class lecture/activity). Students will complete asynchronous work using instructor-uploaded videos, notes, readings, and exemplars to aid the student in work completion. Please look for the schedule on the instructor’s syllabus.

- **Alterations to our Typical Remote Courses**—Some courses are composed of students from multiple CEC Douglas County schools and are taught by one of the faculty members at one of our CEC schools. Another exception to our traditional online classes is a MAT 121 taught by an ACC instructor from the Littleton Campus, Kelli McCarthy. There is a description of this exciting pilot program with our ACC partner below. In addition, we will have a completely asynchronous AAA101 during period 4A.

  - **Period 1 MAT 121 Remote Description**—This is a unique pilot course, run through an ACC instructor as if it were a select, off-campus course offered to two of our CEC Douglas County campuses—Inverness and Parker. This course is scheduled for Period 1 through our CEC Inverness bell schedule and runs from 8:00-8:55 AM, Monday through Thursday. The Instructor is Kelli McCarthy at ACC, who will be communicating with students through student ACC emails, the Desire to Learn (D2L) education platform, and Zoom for class meetings. Please follow this link to set up the student’s D2L account before Monday, August 17\(^{th}\).

    If you or your student has any problems getting access to your ACC email or D2L, please contact ACC’s support line at 24/7 Online Support: 888.800.9198

    For D2L Distance Learning Webinars, please sign-up here.

  - **Period 4A AAA 101**—This course will be completely asynchronous, allowing students to be, occasionally, double enrolled in a class during period 4A; however, there will be office hours for students to speak one-on-one or in small groups to their instructor.
Period 6 MAT 121—This course will be a mix of Castle Rock and Parker students taught by Ms. Diana Hunt. All students will be in one Microsoft 365 Teams classroom.

Book Check-out for Remote Learning

Book Check-out for all students will be on **Friday, August 14** and **Saturday, August 15**. Students will come to the school in limited sized groups. A Sign-up Genius for book check-out is hyperlinked above. There will be additional opportunities to pick up textbooks that have yet to arrive due to back-ordering at some of our publishers.

Please sign-up and show-up for your specific hour with a face mask and your schedule in-hand. If you have a student ID, please bring it for a more efficient check-out.

CEC IT Support Resources

The following information has been taken from our CEC website. The original can be accessed [here](#).

Hello Students and Parents!

In preparation for the 2020-2021 school year, it is important that each student have access to their Microsoft Office 365 account and Infinite Campus portal. Please log in and ensure you have access to both systems.

![Infinite Campus](image)

New Students - Infinite Campus Log-In Instructions

**On your mobile device:**

1. Download the Infinite Campus Student App
   - If you have an Apple device, open the App Store
   - If you have an Android device, open Google Play
2. Search for “Campus Student” and install it
3. Open the app
4. For District Name, type “Colorado Early Colleges”
5. Select Colorado as the state
6. Select “Colorado Early Colleges”
7. Enter your username, which is your "first_name.last_name" i.e (john.jones)
8. Your temporary password is MMDDYY (of your birth date) followed by the first four letters (of your last name). For example, 052302John
9. If your last name has less than four letters, add an “X” at the end. For example, 0523doeX

On your computer:

1. Go to the following URL: [https://cec914.infinitecampus.org/campus/portal/students/cec.jsp](https://cec914.infinitecampus.org/campus/portal/students/cec.jsp)
2. Enter your login information:
   - Username: first_name.last_name
   - Password: 6 digit birthday (MMDDYY) + first four letters of your last name
   - For example, John Smith was born on April 1st 2005. His password would be 040105smit.
3. Once logged in, you will be prompted to change your password to something else. Please be sure to choose something memorable and secure!

Office 365 (CEC Email and Teams)

New Students - Office 365 Log-In Instructions

- [Step by step login instructions for Office 365](https://cec914.infinitecampus.org/campus/portal/students/cec.jsp)

Existing Students - Password Reset

Need a password reset? Use the links below!

- [Infinite Campus password reset](https://cec914.infinitecampus.org/campus/portal/students/cec.jsp)

Still having problems accessing your account? Send an email to support@coloradoearlycolleges.org

Be sure to include your first and last name, school, and a brief description of your issue!

Teams Resources

For Students:

- If you need help signing into Microsoft Teams for the first time:
- [Teams Quick Start guide for Students](https://docs.microsoft.com/en-us/microsoftteams/using/quick-start-guide-for-students)
- [Managing your classwork with Teams](https://docs.microsoft.com/en-us/teams/using/classwork) - Short video
- [Youtube playlist of Office 365 tips for Students](https://www.youtube.com/playlist?list=PLW1A64C86C6D39A10) Short videos. Includes tips on Word, Excel, and Powerpoint
Teams Assignments Resources

- Navigating Teams Assignments - Web site
- Turn in an Assignment - Web site
- View Assignment Grades in Teams - Web site
- Managing assignments in Teams on a mobile device - Web site

For Parents:

- Learn how to support your student’s learning in Microsoft Teams (Interactive Tour)
- Teams Quick Start guide for Parents - PDF
- Teams resources for Parents - Web page

Student Expectations for Remote

I. **Student attendance/participation expectations:** Students must demonstrate active participation to be marked as present for the day. The following behaviors count for earning a present and at least one of these behaviors must be demonstrated during a synchronous class or within the 24-hour window of an asynchronous class:

  - Posting a thoughtful response to a discussion question
  - Participating in a “live” discussion during class
  - Using the chat feature to appropriately engage in class material to meet the learning goal
  - Completing a class poll related to the learning goal
  - Completing and/or uploading a worksheet provided by the teacher
  - Completing a Microsoft Form quiz, questions, or response
  - Creating and sharing a Flipgrid video
  - Other assignments according to instructor’s discretion

II. Students may not download or capture recorded lectures or class discussions. The following are appropriate uses of all materials provided by your instructor via Teams, D2L, or email.

  - Downloading videos/voice recordings for yourself to review in connection to the course
  - Saving or printing files to assist yourself in completing course work

Students cannot download, print, post, or use the course materials in any other way without written consent from the instructor. Ensure that you ask for
permission prior to using or sharing the intellectual property of the instructor for any other purposes other than completing and understanding coursework.

III. Students are expected to engage in synchronous class meetings with their cameras on and with the ability to use the chat function. If students are having technical difficulties, they must reach out to you immediately and/or our tech support at . . .

CEC is providing IT support for remote learning via email and phone.

1. Open a ticket - Email support@coloradoearlycolleges.org
2. Phone Support (M-F, 7:30-4:00) – 970-305-4303

Teacher Responsibilities for Remote Learning

A. For the instructor—
   i. Instructors must maintain a high bar for student engagement and attendance in remote learning. Students must “earn” their attendance as stated in your syllabus (see student expectations below). Be clear and consistent with attendance policies, as well as expectations for participation. However, if a student needs to be granted an exception, please consider these on a case-by-case basis.
   ii. Record attendance within a 24 hour window (midnight to midnight), based on student completion of classwork such as engagement in a discussion board, a “live” classroom conversation, completion of a form, quiz, or other daily assignment, exit ticket, class notes in the course notebook on teams, etc. There must be evidence of engagement beyond simply joining the Teams or online meeting or page. Use the Insight tab in Teams to track engagement and share how this tab functions with your students.
   iii. College instructors must hold at least one synchronous class per week during which all students are expected to attend during the normally scheduled class time. Likewise, please offer “live” office hours every week. These can be by appointment, during a specific timeframe, or you can hold a student-teacher work time during which students can study together and ask you questions.
   iv. Synchronous class sessions or live streaming of classes using SWIVL technology must be recorded for student study or if the student is absent.
   v. Encourage active engagement by making every student accountable. Make clear to students what they must submit or do in every class to meet the daily objective/learning goal.
   vi. Post the objective/learning goal for the day in the general channel (or equivalent in D2L), along with an agenda that includes some evidence/artifact of student learning such as opening activity, discussion board, student poll, exit ticket, small group work, Microsoft form/quiz, etc. See Teams course set-up document.
FAQ on Remote Learning

Do I need to schedule an appointment to receive my hybrid or remote schedule?

No. Advisors are working hard to keep schedules the same as what you have already received. However, if there is a significant change in your schedule, your advisor will reach out to you. Please check Infinite Campus for any updates to your schedule.

If I am a remote student, do I still have the same teachers?

We will try our hardest to keep you with the same teachers and the same schedule; however, we may need to shift your schedule slightly. We will only change your schedule if it promotes the best possible learning experience for you.

Will the fully remote learning version be synchronous (“live,” online classes) or asynchronous (independent assignments/videos) or a combination of both?

Instructors have been advised to include synchronous classes at least once a week. In addition, college classes will have “live” office hours every week. There may be some classes that are asynchronous, where the work can be completed in a student’s own time during the class day.

If going remote, will the science labs be in person, just as in the hybrid option?

No, remote learning science labs will either be able to live stream the science labs and/or pick up materials at school to conduct labs at home. There will be detailed instructions given to students if they are expected to complete a lab at home.

How will the Academic Success Center function? Will there be tutoring available?

Tutors will be available for appointments either in-person and/or online. We will have more details forthcoming on availability of tutors in-person or online.

Can I still volunteer as a peer tutor?

Yes. However, this volunteer position will be remote only. See Jennifer Laske in the ASC for details.

What is the threshold for the school to move to in-person or hybrid learning?

That will be dependent on statistics and recommendations from our local public health department, Tri-County Health.

Will we still have school club meetings?
Yes. Clubs will continue regular meetings, but with a remote option through Teams. Students may have the opportunity to meet in small groups on-campus in addition to the remote option. Details to come.

**Will spring semester be the same format as fall semester or will students be able to switch from remote to hybrid for spring semester?**

Right now, we do not have enough information to know how the spring semester will be impacted by the COVID crisis. However, if we still have a remote and hybrid option in the spring, we will allow families the choice.

**Contacts**

**Academics**

Lily Harris, Academic Dean [Lily.harris@coloradoearlycolleges.org](mailto:Lily.harris@coloradoearlycolleges.org)

**Health & Safety**

Ashley Bose, CECDC Nurse [Ashley.bose@coloradoearlycolleges.org](mailto:Ashley.bose@coloradoearlycolleges.org)

Betsy Basch, CECDC Director of Health and Exceptional Services Douglas County [betsy.basch@coloradoearlycolleges.org](mailto:betsy.basch@coloradoearlycolleges.org)

**Schedules**

**Parker Advisors:**

Cameron Markway, Director of Academic and Career Advising, [Cameron.markway@coloradoearlycolleges.org](mailto:Cameron.markway@coloradoearlycolleges.org)

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Carolyn Alvey, Academic Advisor, [Carolyn.alvey@coloradoearlycolleges.org](mailto:Carolyn.alvey@coloradoearlycolleges.org)

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