March 13, 2020

Dear CECFC Middle and High School Students and Families,

We have an important update for you. This morning, Heads of School from CEC Windsor Middle School, CEC Fort Collins West Middle School, and I met with our Chief Executive Administrator, Sandi Brown, and have made the decision to CLOSE THE CECFC MIDDLE AND HIGH SCHOOL CAMPUSES THROUGH THE WEEK OF MARCH 23 – 27. This is in alignment with our area school districts as well. We will reassess whether to extend the school closure beyond March 27 as we receive new information from local, state and area school district officials.

During this time, no students or parents/guardians will have access to the middle or high school buildings. CECFC will have essential staff only in the building and practice social distancing as recommended by the CDC.

Below is the process we will follow:

E-Learning

- CECFC Middle and High School will begin its E-Learning Online Platform on Monday, March 23 – Friday, March 27.
- Middle and High School Teachers will post assignments for classes through Microsoft Teams no later than 9:00am beginning March 23rd and continue posting assignments at 9am each day through March 27th.
- Students access Microsoft Teams by:
  - Going to www.office.com
  - Sign in with your CEC student email address and the same password used at school. Email addresses include your firstname.lastname@cecstudents.org (EX: john.smith@cecstudents.org)
  - Click on “Teams” on the homepage.
  - Students can also access Teams via an “app” for Windows, Mac OS, iOS, and Android devices. Install from the “App Store” on your device.
  - For Tech Support email support@coloradoearlycolleges.org or call 970-305-4303 between the hours of 9:00am and 4:00pm. Expect a response within 24 hours.
• When do students submit assignments?
  o Students will have from **9:00am-9:00pm each day** to read instructor’s directions and announcements, ask questions, and to submit that day’s assignments.
  o Teachers will mark that the assignment is “turned in” on Infinite Campus which will also count as the student’s attendance for that class on that particular day.
  o **We will post additional details during the week of Spring Break** on our website [www.fortcollins.coloradoearlycolleges.org](http://www.fortcollins.coloradoearlycolleges.org)

• Students with disabilities will have opportunities to access their accommodations and/or services during E-Learning. Mental health services will still be available. Should you require services from the Student Services team, please contact Phoenicia Cordova at Phoenicia.Cordova@coloradoearlycolleges.org.

**College Courses**

• Students in college courses on the CECFC high school campus will be notified by their instructor of the process to continue the learning process. This includes using Microsoft Teams, FRCC, and Aims online student portal, Desire2Learn (D2L).

• Students in college courses **ON a college campus OR Online** should follow any communication they receive through their college email address. Resources with each school’s comprehensive plan are below
  
  o Aims Community College COVID-19 Updates: [https://www.aims.edu/coronavirus/](https://www.aims.edu/coronavirus/)
  o Red Rocks Community College COVID-19 Updates: [https://www.rrcc.edu/cdphe-coronavirus](https://www.rrcc.edu/cdphe-coronavirus)
FREQUENTLY ASKED QUESTIONS

What about Spring Break Travel?

- Only public health agencies have the authority to test or quarantine staff that appear to have symptoms related to COVID-19 therefore, we cannot control any travel restrictions by CECFC students, families, or staff that other states or countries implement in response to this global outbreak.

What if I do not have a personal computer at home?

- CECFC will not be issuing or checking-out school computers to students. Students may access Microsoft Teams through the Microsoft Teams App on their phones (*see steps above).
- Students without a computer will be able to make up any missing assignments once CECFC re-opens. Please ensure these needs are communicated prior to the start of E-Learning days. We will reassess this process if we are closed beyond March 27.

When will CECFC Middle and High School re-open?

- We will continue to monitor the COVID-19 situation closely throughout next week and let families know as soon as possible when the school will re-open. Our current plan is to re-open the school on Monday, March 30th.

What is E-Learning?

- E-Learning or “remote learning” is a way that we can continue to make sure students are still learning and continuing the content they have learned up to this point in the semester.

What if I need access to food service?

- We are currently working on options to provide meals to students in need.

Additional “FAQs” will be posted to our website as we gather them.

Sincerely,

Josh See, Head of School