DSST E-SCHOOL STUDENT & FAMILY GUIDE

DSST E-School is our online DISTANCE LEARNING PROGRAM launching on Wednesday, April 8th, 2020. This program is required for all students.

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1. DSST’s Commitment to our Families

Welcome to DSST E-School! We are thrilled to begin offering our students a new experience for continued learning beginning Wednesday, April 8th. As a network of educators, we are choosing to view this challenging moment as an opportunity. It’s an opportunity to live our values, to use technology in new ways and to foster innovation and creativity—all in service of our students. Our commitment to our students remains unwavering, even during this difficult time.

| 100% Access to laptops and internet connectivity |
| Connection and Community through regular communication |
| High-Quality Content to support academic growth and access for ALL learners |
## 2. Who Will Do What to Keep our Students Learning

<table>
<thead>
<tr>
<th>Students</th>
<th>Teachers</th>
</tr>
</thead>
</table>
| ● Complete attendance survey between 8:00-9:00am daily.  
● Follow [Daily Schedule](#).  
● Complete Assignments by 12PM Friday.  
● Have supplies ready (headphones, laptop, water, book, writing utensil, charger).  
● Ask for help when you need it.  
● Use tech respectfully and responsibly (Microsoft Teams records all meetings). | ● Provide weekly modules and daily opportunities for support and connection.  
● Provide Grade-Level Weekly Schedule with links to the weekly modules and class “meetings” for each course to families.  
● Host office hours to answer questions.  
● Weekly communication between Special Education case managers and families. |

<table>
<thead>
<tr>
<th>Families</th>
<th>Home Office</th>
</tr>
</thead>
</table>
| ● Download and verify Flyer App on smart phone to use for school communication.  
● Set up a dedicated work space for student.  
● Ensure student completes 9AM advisory check in.  
● Encourage students to engage responsibly and respectfully.  
● Support completion of assignments.  
● Respond to weekly family survey. | ● Provide tech and resource support for schools and students.  
● Connect schools and families to community resources. |

<table>
<thead>
<tr>
<th>Advisors</th>
<th>Campus Leaders</th>
</tr>
</thead>
</table>
| ● Check in daily with advisees.  
● Follow up on daily attendance survey.  
● Weekly outreach from advisors to all advisee families via Flyer: both whole group with 1 pager of weekly assignments and a weekly individual summary of their advisees’ week.  
● Monthly 1-1 phone calls to all advisee families. | ● Weekly whole-school communication to families.  
● Provide weekly communication and clarity on modules/class “meetings”.  
● Respond to family and student communication.  
● Follow up on attendance survey and work completion.  
● Compile and be responsive to weekly family survey input.  
● Host weekly office hours for families. |
Communication Tools

Below are the ways we will communicate with one another to make sure we stay on track. Just a reminder, your advisor should be your main point of contact for any questions or issues. You can contact them via the Flyer app, email or phone call.

<table>
<thead>
<tr>
<th>Families</th>
<th>Where to Check?</th>
<th>When to Check?</th>
<th>Information to Expect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flyer App*</td>
<td>When received (please have push notifications enabled on your phone for the Flyer App)</td>
<td>Weekly school and advisor level updates and communication*</td>
<td>Weekly school and advisor level updates and communication*</td>
</tr>
</tbody>
</table>
*all communications are translated into family’s preferred language |

Families

<table>
<thead>
<tr>
<th>Students</th>
<th>Where to Check?</th>
<th>When to Check?</th>
<th>Information to Expect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Daily</td>
<td>Important updates from teachers</td>
<td></td>
</tr>
<tr>
<td>Microsoft Teams</td>
<td>Daily during your schedule</td>
<td>Assignments and updates, as well as office hours</td>
<td></td>
</tr>
</tbody>
</table>

3. What Tools Will We Use

**Computer:** Students should use their DSST laptop for all access. DSST laptops have the correct software installed and can access DSST systems.
4. Student Schedules

Students will follow a daily schedule to access courses for connection, support, and guidance for completing weekly modules.

- E-School will run from 9:00AM - 3:00PM, Monday - Friday.
- All work for the week will be released by Monday at 8AM and due by Friday at 12PM.
- Students will participate in live Advisory or Morning Meeting time every morning, and in live classes throughout the day. Students can access their teachers in real time.
- Students should also be reading a book of choice for 30 minutes per day outside of this schedule.

DSST E-School Middle School Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>

DISTANCE LEARNING ETIQUETTE

**Communicate**
Communicate using appropriate, kind, and respectful language to peers and teachers. Use appropriate language, images, and Gifs when communicating with peers and teachers.

**Limit Posts**
Limit the amount of posts in each individual Teams Classroom and during meetings to not distract from the posts of the teacher. Use the chat function when it is appropriate for communication with peers and teachers.

Understand that all activity on Teams can be seen by DSST staff members and that a Dean will follow up with the student and family if necessary.
9:00-9:25 | Morning Check MM/Advisory | Morning Check MM/Advisory | Morning Check MM/Advisory | Morning Check MM/Advisory | Morning Check MM/Advisory |

5 min transition (9:25-9:30) 

Block 1 9:30-10:30 | Literacy/ELD Class | Literacy/ELD Class | Literacy/ELD Class | Literacy/ELD Class | Open Office Hours Block (support from teachers) 

5 min transition (10:30-10:35) 

Block 2 10:35-11:35 | Math Class | Math Class | Math Class | Math Class | Social Studies or SLA Class 

Lunch 11:35-12:35 | Lunch Break | Lunch Break | Lunch Break | Lunch Break | Lunch Break 

Block 3 12:35-1:35 | Science Class | Science Class | Science Class | Science Class | Mandatory Tutoring (1-2) 

5 min transition (1:35-1:40) 

Block 4 1:40-2:40 | Social Studies or SLA Class | Arts/PE/STEM/ Electives | Social Studies or SLA Class | Arts/PE/STEM/ Electives 

2:40-3:00 PM Close Out: Work Submission, Check Student Email 

*ELD minutes will be served during the Literacy and/or Social Studies blocks through a co-planned/co-taught model; small group ELD instruction for ELs 1-1.9 will vary by school and will be documented at the campus level

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DSST E-School High School Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:25</td>
<td>Morning Check MM/Advisory</td>
<td>Morning Check MM/Advisory</td>
<td>Morning Check MM/Advisory</td>
<td>Morning Check MM/Advisory</td>
<td>Morning Check MM/Advisory</td>
</tr>
</tbody>
</table>

5 min transition (9:25-9:30) 

Block 1 9:30-10:30 | Literacy/ELD Class | Literacy/ELD Class | Literacy/ELD Class | Literacy/ELD Class | Open Office Hours Block (support from teachers) 

5 min transition (10:30-10:35) 

Block 2 10:35-11:35 | Math Class | Math Class | Math Class | Math Class | Social Studies or SLA Class 

Lunch 11:35-12:35 | Lunch Break | Lunch Break | Lunch Break | Lunch Break | Lunch Break 

Block 3 12:35-1:35 | Science Class | Science Class | Science Class | Science Class | Mandatory Tutoring (1-2) 

5 min transition (1:35-1:40) 

Block 4 1:40-2:40 | Social Studies or SLA Class | Arts/PE/STEM/ Electives | Social Studies or SLA Class | Arts/PE/STEM/ Electives 

2:40-3:00 PM Close Out: Work Submission, Check Student Email 

*ELD minutes will be served during the Literacy and/or Social Studies blocks through a co-planned/co-taught model; small group ELD instruction for ELs 1-1.9 will vary by school and will be documented at the campus level
<table>
<thead>
<tr>
<th>Time</th>
<th>Block 1 (9:30-10:30)</th>
<th>Block 2 (10:35-11:35)</th>
<th>Block 3 (12:35-1:35)</th>
<th>Block 4 (1:40-2:40)</th>
<th>Close Out (2:40-3:00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:25</td>
<td>Morning Check MM/Advisory</td>
<td>Morning Check MM/Advisory</td>
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<td>Morning Check MM/Advisory</td>
</tr>
<tr>
<td>9:25-9:30</td>
<td>5 minute transition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30-10:30</td>
<td>Block 1 Literacy/ELD Class</td>
<td>Block 2 Math Class</td>
<td>Block 3 Science Class</td>
<td>Block 4 Social Studies Class</td>
<td>Close Out Work Submission, Check Student Email</td>
</tr>
<tr>
<td>10:35-10:30</td>
<td>5 minute transition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:35-11:35</td>
<td>Block 2 Math Class</td>
<td>Block 2 Electives Classes</td>
<td>Block 3 Science Class</td>
<td>Block 4 Electives Classes</td>
<td></td>
</tr>
<tr>
<td>11:35-12:35</td>
<td>Lunch Break</td>
<td>Advisory Lunch</td>
<td>Lunch Break</td>
<td>College Success Lunch</td>
<td>Advisory Check Ins</td>
</tr>
<tr>
<td>12:35-1:35</td>
<td>Block 3 Science Class</td>
<td>Block 3 AP &amp; Spanish Classes</td>
<td>Block 3 Science Class</td>
<td>Block 4 Social Studies Class</td>
<td>Make Up / Remediation</td>
</tr>
<tr>
<td>1:40-2:40</td>
<td>Block 4 Social Studies Class</td>
<td>Block 4 Electives Classes</td>
<td>Block 4 Social Studies Class</td>
<td>Block 4 Social Studies Class</td>
<td>Make Up / Remediation</td>
</tr>
</tbody>
</table>

*ELD minutes will be served during the Literacy block through a co-planned/co-taught model; small group ELD instruction for Els 1-1.9 will vary by school and will be documented at the campus level.
## 5. Setting Students Up For Success

### Students: How to Get Started

Schools will be using Microsoft Teams for class meetings. Students and families will receive more specific instruction from their school and teachers.

<table>
<thead>
<tr>
<th><strong>Open Microsoft Teams from the icon on your desktop.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Microsoft Teams" /></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>For your first login, use your email address.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Microsoft Teams" /></td>
</tr>
</tbody>
</table>

Your email address is **Firstname.Lastname.Campus@scienceandtech.org**

Replace “Campus” with your school’s campus abbreviation.

- Montview = MTV
- Green Valley Ranch = GVR
- Cole = Col
- College View = CV
- Byers = BYR
- Conservatory Green = CG
- Henry = HEN
- Noel = NOE
- Aurora School of Technology = AST
Type in your password.
It’s the same password you use to login to your computer.

Once in Microsoft Teams, click on the “Teams” button on the left side.
You will see a square for each of your classes. These are your Class Teams.

In each of your Class Teams, you will find posts from your teacher. They will add links to their class meetings here.
At the time of the meeting, double-click on the meeting. Or follow the link if you get it another way.

In the upper right corner, click on “Join”.

Students: Daily Actions
Workspace and Supplies (Tips for a Healthy Workspace)
- Desk/Table & Chair
- Laptop
- Charger
- Headphones
- Writing utensil
- Notebook/paper

Daily Attendance Survey
- Log into email by 8:45AM
- Complete Daily Attendance Survey by 9:00AM
- Communicate with your Advisor if you are sick or unable to attend

Advisory and Morning Meeting
- Join your Advisory class and/or Morning Meeting at 9:00AM
- Connect with your Advisor daily

Access Classes and Complete Weekly Modules
- Access classes through Microsoft Teams
- Work through assignments that are due at 12PM each Friday

Respectfully and Responsibly Use Technology
- Actively participate during class time
- Post/ask ONLY about class-related questions and assignment
- Use only school-appropriate language, pictures, GIFs, etc.
- Mute your microphone when not talking
- Communicate respectfully and kindly with peers, teachers, and staff

6. Exceptional Students

DSST is committed to ensuring all students receive instruction and support that is accessible and meets their unique learning needs during E-School.

Students with Disabilities (including students with IEPs and/or 504 plans):
Planning for Individualization: For each student with an Individual Education Plan (IEP) or 504, we will be creating an individualized plan for how the IEP/504 will be implemented during E-School. Special Education Teachers and/or 504 Coordinators will be reaching out to families about these plans soon.

Accommodations, Modifications & Specialized Instruction: While supports will certainly look different, IEP and 504 accommodations, modifications and services will be provided to the greatest extent possible throughout E-School.

Who to Contact: For more information about support for a student with a disability, please reach out to your school’s Special Education Admin, your child’s Special Education Case Manager / Teacher or the school’s 504 Coordinator.

English Language Learners:

- English Language Development (ELD): Regular ELD instruction will continue for every English Language Learner throughout the course of E-School. ELD Teachers will be “pushing in” to classes and providing tailored support for students.
- Who to Contact: If you have questions about how we’ll be supporting your student, please reach out to your school’s English Language Acquisition Admin or your child’s ELD Teacher.

Gifted and Talented Students:

- Advanced Learning Plans (ALPs): ALP goals will continue to be a focus for support of our GT students during E-School. DSST has put in place systems to ensure students have access to appropriate enrichments and extensions.
- Who to Contact: If you have questions about how we’ll be supporting your student with an ALP, please reach out to your school’s GT Adm or GT Coordinator.

7. Juniors and Seniors

DSST is committed to ensuring all students have the opportunity to choose their best fit post-secondary program. Below you will find information about how we will prioritize support for juniors and seniors this spring-- albeit all college services and resources will be available to all students.

The College Success Team is committed to:

- Working with seniors and families to ensure seniors have a strong post-secondary plan
- Working with seniors and families to ensure post-secondary information is both accessible and accurate
- Working with seniors and families to maximize financial aid opportunities
- Working with juniors and families to ensure they are set up to navigate the college application process this fall
The College Success Team will leverage both individual and group connection and support opportunities. Seniors can expect to hear from their college counselor at least weekly, and juniors can expect to hear from their college counselor at least bi-weekly.

We recognize that there are a myriad of questions about typical end of year activities, particularly for seniors. We have created a specific page on our website in an effort to answer more specific questions. Please visit our [Senior Page](#) for more information.

## 8. Where can I Go for Help if I Have a Problem?

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not have internet access at home</td>
<td>Email <a href="mailto:internetaccess@scienceandtech.org">internetaccess@scienceandtech.org</a></td>
</tr>
<tr>
<td>I am having trouble with my DSST computer</td>
<td>Email <a href="mailto:student.helpdesk@scienceandtech.org">student.helpdesk@scienceandtech.org</a> or call (303) 802-4188</td>
</tr>
<tr>
<td>I am having trouble logging into a software platform (Teams, Google, etc.)</td>
<td>Email <a href="mailto:student.helpdesk@scienceandtech.org">student.helpdesk@scienceandtech.org</a> or call (303) 802-4188</td>
</tr>
<tr>
<td>I am having trouble on an assignment</td>
<td>Email your teacher or send a message on Teams</td>
</tr>
<tr>
<td>I am having trouble with the Flyer app</td>
<td>Click here for help <a href="mailto:Flyer@scienceandtech.org">Flyer@scienceandtech.org</a></td>
</tr>
<tr>
<td>My family and I need help with Food Resources /Mental Health /etc</td>
<td>Click here for help</td>
</tr>
<tr>
<td>I would like help getting a desk/chair/headphones for E-School use at home</td>
<td>Click here for help</td>
</tr>
</tbody>
</table>

**<español>**
ETIQUETA DE APRENDIZAJE A DISTANCIA

**Comunicar**
Comuníquese con un lenguaje apropiado, amable y respetuoso a sus compañeros y maestros. Use lenguaje apropiado, imágenes, GIF cuando se comunique con sus compañeros y maestros.

**Limitar Publicaciones**
Límite la cantidad de publicaciones en cada aula de Teams y durante las reuniones para no distraerse de las publicaciones del maestro. Use la función de chat cuando sea apropiado para comunicarse con sus compañeros y maestros.

Comprenda que el personal de DSST puede ver todas las actividades en Teams y que un Decano hablará con el estudiante y la familia si es necesario.