

ECS Lower School Distance Learning Guidelines

8.16.20

We are committed to ensuring that students continue to experience the care and commitment of our faculty and the routine of daily learning, even in the event of class/school closure. We must acknowledge that our approach to distance learning cannot replicate the powerful engagement that happens when classes/school are in regular session, however, we do believe that quality interaction and education can continue to occur from a distance, if necessary.

The purpose of this document is to describe the actions our ECS Lower School will take to continue instruction in the event of an extended class or campus closure. We endeavor in this Distance Learning Plan to accomplish three goals in K2-6th grades within a flexible framework:

- Live Student-Teacher Contact Time
- Online Content Delivery
- Online Monitoring of Student Progress/Student Assessment

If an individual classroom or the entire school requires closure and the Distance Learning Plan is implemented, the school will send communication to both parents and faculty/staff announcing a timeline for implementation.

We are hopeful that the implementation of this plan will never be necessary. However, in the event of a quarantine/closure, it is vital that procedures and expectations have been clearly communicated to make the best of challenging circumstances.



Distance Learning Guidelines for Teachers

- **At ECS, we know our students, and they know we care.**
 - We realize that our students may be stressed or anxious, therefore teachers should take the time to assess students' mental, physical, and emotional well-being during the closure prior to jumping into curriculum driven activities.
- **Teachers should survey families to determine if homes have reliable online access and what device(s) the student has at his/her disposal.**
- **Curriculum expectations should be streamlined.**
 - Pacing of lessons and volume of assignments and assessments should ensure that the most essential learning is being offered to students.
- **When a classroom/school is closed, teachers can connect with students in two different manners:**
 - **Asynchronously**-not all students at the same time
 - Students may connect virtually with their teachers in small groups or individually
 - **Synchronously**-all students at the same time
 - When it comes to student engagement and learning, relationships matter as much online as they do in person. Collaboration remains important, and there are many ways teachers can foster it through synchronous learning.
- **Mindset around assessments may need to change.**
 - Assessment is one of the most challenging adjustments for teachers new to online learning. Distance learning should be viewed as an opportunity for students to complete writing assignments, make video presentations, or complete oral assessments via video chat. Teachers are encouraged to think differently about the frequency and end goal of assessments rather than forcing a traditional assessment method that doesn't fit distance learning. In the event of a 10-14 day quarantine, assessments such as tests and quizzes will be completed when students return to school.

Distance Learning Guidelines for Parents

- Establish routines and expectations.
- Define the physical space for your child's instructional time.
- Monitor communications from your children's teachers.
- Begin and end each day with a brief check-in.
- Take an active role in helping your child process and own their learning.
- Establish times for quiet and reflection.
- Encourage physical activity.
- Remain mindful of your child's stress and anxiety level.
- Keep your child social, but monitor how much time your child is spending online, and set rules around their social media interactions.

Student Roles and Responsibilities

- Establish daily routines for engaging in the learning experiences.
 - Create a schedule, and follow it.
- Identify a comfortable, quiet space in your home where you can work effectively and successfully.
- Regularly monitor online platforms to check for announcements and feedback from your teachers.
- Attend class meetings via chosen teacher platform.
- Complete assignments with integrity and academic honesty, doing your best work.
- Do your best to meet timelines and due dates.
- Communicate proactively with your teacher.

Priorities and Considerations

- After receiving initial notice from the ECS Administration about class/school closure, families will receive communication with specific information.
- The primary tools for communication between teacher and families will be Seesaw, Class Dojo, Google Classroom, Zoom, Facebook private learning groups, newsletters and videos via email, Facetime, or Google Duo. Teachers will inform parents of chosen forum(s) prior to the beginning of distance learning implementation.
- Students will have both off- and on-screen learning activities designed to engage learners in experiences that connect to the current curriculum.
- Learning tasks and activities will provide direction to families on how best to support student learning and the expected level of adult involvement. It is expected that students in grades preschool-2 will need higher levels of support than students in grades 3-6.

Approximate Time Frames for Learning

❖ K2/K3

10 minutes	Bible/Memory Verse time
10 minutes	Song & Dance time
10 minutes	Letters and Sounds
10 minutes	Numbers Development
10 minutes	Motor Skills Development
10 minutes	Creativity Development

❖ K4/K5

10 minutes	Bible/Memory Verse time
10 minutes	Song & Dance time
10 minutes	Phonics Skills
10 minutes	Reading Skills
10 minutes	Language Development
10 minutes	Handwriting
10 minutes	Numbers Development
10 minutes	Arts & Crafts
10 minutes	Social/Personal Skills Development

❖ 1st/2nd Grades

10 minutes	Bible/Memory Verse
20 minutes	Phonics
20 minutes	Reading
15 minutes	Language Arts
15 minutes	Spelling/Handwriting
20 minutes	Math
10 minutes	History/Geography
10 minutes	Science

❖ **3rd/4th Grades**

15 minutes	Bible/Memory Verse
30 minutes	Reading
20 minutes	Language
15 minutes	Spelling
30 minutes	Math
15 minutes	History/Geography
15 minutes	Science/Health

❖ **5th/6th Grades**

15 minutes	Bible/Memory Verse
35 minutes	Reading
25 minutes	Language
15 minutes	Spelling
35 minutes	Math
20 minutes	Creative Writing
20 minutes	History/Geography
20 minutes	Science/Health

- **Specials: Art, Music, PE, Writing Lab, Computer teachers will provide a range of activities that continue to support our current program. These activities will be optional for our students and will not be graded.**
- **Silent Sustained Reading: Suggested reading aloud and/or independent reading times are:**
 - **K2/K3- 10 minutes**
 - **K4/K5- 10 minutes**
 - **1st/2nd- 15 minutes**
 - **3rd/4th- 20 minutes**
 - **5th/6th- 30 minutes**

More Details...

- Each teacher will offer a morning meeting through Zoom. These are highly suggested for students to attend so that they have an understanding of daily assignments and expectations. Teachers will schedule these meetings and make parents aware of time frames prior to the beginning of distance learning. Scheduled meeting links will be sent out to parents in advance of meetings, and meetings should not last more than 15 minutes each day.
- At least one “Live Class” will be offered daily Monday-Thursday. The subjects of these classes will vary depending upon concepts being taught on a given day. Students will be expected to attend these synchronous classes, and they should plan to review the recording in order to keep up with instruction if unable to attend live.
- The teacher may offer more live class times to provide for small groups or additional help each day.
- Fridays will be utilized as a “catch-up day.” No live lessons will be required on that day. Teachers and students should utilize this additional time for extra problem-solving and tutoring opportunities.
- Teachers will clarify which assignments are for practice and which ones will be graded.
- Teacher office hours will be available each day Monday-Friday from 8:00 am – 3 pm. If students are working on an assignment and have questions, they should reach out to the teacher during that time for assistance.
- Students should communicate appropriately on Zoom in the chat box or by using the “raise your hand” feature rather than attempting to speak aloud with questions.
- Chosen teacher forums should be checked daily by parents and students to ensure that assignments and expectations are clear.
- If students anticipate missing a live class, please communicate with the teacher via text as soon as possible.
- Teachers will ask for some assignments to be “turned in.” The teacher will give specific instructions for submitting an assignment, test, or quiz to be

graded. This may involve taking a picture of the completed assignment and texting or emailing it to the teacher.

- Parents should remain in constant communication with teachers for instructions on how to access distance learning resources.
- If there is a situation where materials cannot be delivered electronically, more instructions will be provided to parents as to how materials may be picked up from the school.
- In the event that an individual student is absent for a quarantine period, arrangements should be made with the specific teacher(s). The teacher will provide weekly lesson plans and any materials that the family may need over the time of absence. Teachers will also remain in close contact with the family, ensuring that questions are answered and concerns addressed in a timely manner.
- Teachers will notify Mrs. Heather Atkinson, Lower School Principal, if contact isn't able to be made with individual students or families within 48 hours of a closure so that she can follow-up with families.
- In the event of a teacher entering a COVID quarantine but students remaining in the classroom setting, ECS will contract a substitute teacher as per our usual teacher absence policy.
- In the event of a teacher contracting COVID and becoming ill to the point that she is not able to conduct distance learning AND the class being under a COVID quarantine, instructional assignments will be given in the areas of math and English Language Arts review for the duration of the quarantine. Mrs. Atkinson, Lower School Principal, will facilitate questions, concerns, and contact with the affected students and families.