

ECS Upper School Distance Learning Guidelines

- 1) Cameras have been purchased for all upper school classrooms. Teachers have been trained in how to live stream, record, and post their videos to Google Classroom.

- 2) Teachers have three days of emergency lesson plans that will need to be replenished if used. Teachers also have two weeks of lesson plans in Google Drive for each class in case they are out for an extended period or put into quarantine. The teacher, if able, will teach remotely to the class under the supervision of the classroom substitute teacher.

- 3) If a teacher has students who are absent, the teachers will stream, record, and post their videos to Google Classroom. The students, if able, should log into the live stream during the regular class time. Teachers and students may exchange some assignments through Google Classroom.

- 4) If a student is quarantined, they may keep up with classes through streaming. For paperwork that cannot be exchanged through Google Classroom, a folder will be kept in the teacher's lounge for the student. Assignments may be picked up at the school office. Tests and quizzes will be made up when the student returns.

- 5) If the school or a class is dismissed for a longer period of time (greater than three days), teachers will continue to come to school and live stream their classes through Google Meet beginning at the normal class times. The class will run for at least 40 minutes. Attendance will be taken. The classes will be recorded and stored within Google Classroom for those who cannot be on the live stream.

If school is out for more than two weeks, students may be asked to come to school to take tests and quizzes on designated days or afternoons once a week. These will be proctored in a socially distanced environment.