

March 24, 2020

Dear ECS Parents,

We pray that this letter finds you and your family well.

Now that we are into our fifth day of remote learning, we are grateful that it has been a smooth transition overall. We take our role in developing the vision and practice of excellence in academics seriously and are thankful for our outstanding teachers who have responded to this change, transitioning their lesson plans online so quickly. These are unfortunate times, but we are grateful for such a supportive ECS community!

While the transition has been smooth on many accounts, we are aware of some issues that have arisen and want to take this opportunity to communicate how we are addressing them.

Google Classroom

Because of the number of schools around the world now using Google Classroom, this platform is experiencing extremely heavy traffic, causing some issues for teachers and students uploading their assignments to Google Classroom. To address this, we are implementing two changes: First, we have created private YouTube channels for teachers to record their videos, which upload to Google Classroom faster. Second, we are simplifying the times all assignments are posted and due to times with hopefully less internet traffic. **All teachers should have all of their assignments posted by 8:00 a.m., and all assignments are due to teachers by 9:00 p.m., on the day they designate.** *Tip: Online traffic seems to be the least early in the morning, so your child may try uploading their assignment to Google Classroom then. If your student is still having trouble, they may email their assignment it to their teacher.*

Google Meet or Zoom Video Conference Expectations

We require that your child attend at least one video conference with each of their teachers per week via the teacher's choice of Google Meet or Zoom platform. While one session per teacher per week is required and will be graded for attendance, we strongly recommend that all students participate in as many video conferences as they can because they will learn content that will be included on their tests and quizzes. For your planning purposes, please [click here for the Middle School video conference schedule](#), and [click here for the Upper School video conference schedule](#).

Suggested Student Schedule

We are also including the [suggested student schedule](#) again here. We all seem to function better with a routine to reinforce structure and accountability. Please refer to this schedule and implement a schedule that works best for your child and family.

In closing, know that we are here to help you in any way we can as we all manage this transition to remote learning together. Please reach out to your child's teacher or to one of us if you have any questions or concerns.

It is a pleasure to partner with you.

For His Glory,



Jenny Shorten

Assistant Head of School & Academic Dean



Ryan Cummins
Middle School Principal