



March 17, 2020

Dear Parents/Guardians of ECA Students,

Thank you for your patience and understanding during this critical time for our school and also our country. We want to assure you that the health and safety of our students and families are top priorities along with the continuing education of your children, even if they are not on campus.

After sincere prayer and discussion with the ECA Board of Directors the Administration has devised a plan. This plan will require good communication and cooperation between the teachers and the families to continue your child's education during this challenging time for all schools.

Our initial plan covers the week of March 23-26 the current school closure. However, we have decided to ensure we have a plan that can continue if school closures for Kingman are extended.

Jen Miles, the Mayor of Kingman is going to sign a Declaration of Local Emergency at tonight's Counsel Meeting urging citizen cooperation with the CDC's recommendation to voluntarily limit gatherings of 10 or more people for the next eight weeks. We are not fully aware of how this will impact ECA, but we can assure you that we are confident that the following plan will work for as long as needed. Rest assured we will keep you fully informed as things progress.

### **ECA Covid19 Contingency Plan for School Closure**

- ECA teachers are preparing packets of classroom materials for grades JrK - 8<sup>th</sup> grade to be picked up by parents Thursday, the 19<sup>th</sup> of March any time between 10:00 a.m. and 5:30 p.m. An ECA staff member will be available to limit the number of people in the school at one time, we ask your patience and understanding as we protect everyone's health.
- Teachers will create a YouTube video for each day of the school week informing the student and family of what assignments will need to be completed for each day.
- The teacher will also send an email each day of the week with assignment instructions and the link to the video. Additional resources and course instruction links might also be included, (i.e. Saxon Math on YouTube), along with Specials videos created by ECA teachers.
- Teachers will be available by phone from 8:00 a.m. to 4:00 p.m. if there are questions from parents/guardians or students regarding the daily assigned work. Teachers will also contact the student or family to check-in each day regarding progress.
- If the school closure continues past March 26<sup>th</sup> then parents/guardians will be expected to put the week's completed assignments in the envelope provided and return to the school office between the hours of 10 a.m. and 5:30 p.m. every Thursday and pick up the next week's packet of assignments. We are trying to minimize the number of trips made by parents to the school.
- The assignments that are returned to the school weekly will be graded in lieu of the normal in-school tests and work. If assignments are not returned the respective teacher will be contacting the parent/guardian.
- These daily communications between teachers and families are critical to the success of continuing the student's education during school closure. Students have to re-learn many concepts after long breaks so it's imperative we all work together and take a proactive approach to their education to insure they will be ready for next year.