Homeschooling for a day or two is vastly different than going at it for a few weeks at a time. Here are some helpful ways you as parents can make homeschooling effectively productive during this time. Thank you so much for your assistance with this!

**Operation Basics**

1. EMCS staff and board have developed a plan which we hope will be as effective as possible while we navigate this time of school closure.

2. Every Monday, parents should come to school (any time between 8:45-3:00) and pick up the student packet prepared by the teacher. This packet will include several Daily Goal Sheets and one Weekly Goal Sheet (both planned by the teacher). It will also include any tests, quizzes and new books that students should need for the week. Parents must keep this packet and only give students tests once they ask for it, and the parent feels the student is adequately prepared.

3. Stay on schedule with the Goal Sheets. Attendance will be determined by the completion of the assignments given. Parents are asked to verify completion of assignments on a daily basis. Any assignments not completed will result in an unexcused absence being recorded for the day of the incomplete assignment. Each student must complete their work in their home with adult supervision. (Exceptions to “attendance” will be considered on a case by case basis.)

4. After a student has completed the goal for the day, parents must send a picture of the signed and completed goal sheet to the teacher.

5. Weekly assignments may be completed anytime during the week, but daily assignments must be completed on the date given on the paper.

6. Checking

1. Obviously we do not have an answer key for everyone, neither is it practical for everyone to drive to school and grade each day’s work. We will not be grading everything, but it is important that all lessons are fully completed for the benefit of the student.
2. Teachers will be available to read answers over the phone if a student wants to know if problems are correct before taking a test. We may also send pictures of answer keys if a large section is requested. We especially encourage this for new concepts.
3. All Test and Quizzes must be graded by the student’s homeroom teacher. Bring all completed test and quizzes on Mondays when you come to pick up new student packets.

**Schedule**

1. Stay on schedule. Each school day should run from 8:45-3:00, like usual. Starting later and/or ending later will cause students to fall behind in schoolwork and motivation. Try to minimize evening "homework." Due to not spending time on transitions like we do here at school, we expect your student will finish before 3:00 on most days.

2. Incorporate small breaks throughout each school day. This is vital for your child's ongoing mental focus and retention of content. Younger students (grades 1-4) should have at least a 5 min. break between subjects, or between every 60 min. of continuous study. Older students may be able to decide on their own when they need a break. They may be fine with a small break between every 90 min. of continuous study.

3. Follow teachers' instructions when administering tests and quizzes, and stay nearby to monitor your child often.

4. Do your best to answer questions, and help your child contact the teacher for further help when necessary (teachers are available for questions Mon-Fri, 8:45-3:00). Video chats may be an option if needed. Try to call the school phone first and if that is busy, you may attempt a teacher’s personal number.

1. [Faculty phone numbers]

**Hygiene**

As you are well aware, our school has been closed as a precautionary measure to help stem the spread of COVID-19. We ask that you kindly take precautions in your home to help where you can also. Several ways to do this are as follows:

1. Teach and reinforce healthy hygiene (e.g. washing hands often with soap)

2. Intensify cleaning and disinfection

3. Keep sick family members from going away from home when possible

**Travel & Social Interaction**

Due to the fact that students will be studying at home for the next few weeks, we anticipate that some students (especially older ones) will wish to socialize and/or study with friends. This is highly discouraged, due to the nature of the school closure. We also discourage traveling in general, as this is not a vacation.

 Again, we want to thank you for your cooperation and participation as we attempt to work together to continue the education of our students. If you have any questions or comments, please let us know. God bless you all.

Sincerely,

 EMCS Administration