The Emergency Closure Lesson (ECL) is a way for our school to conduct virtual school during times of school closure without having to make up those days for the Department of Education to count as instructional minutes.

Current Episcopal ECL Guidelines:
- The ECL should focus on developing overarching skills typically found in your curriculum. It should not be so specific or linear to current course content as it may be difficult to prepare that type of assignment before a closure.
- The ECL should be short in nature. It should not take more time than a typical class period. Since differentiation during an emergency closure can be difficult, you should make certain ALL students in a particular class can finish the ECL in the equivalent time of one class period.
- The ECL should only be assigned if the class was scheduled to meet during the day(s) of the closure. If the class was not on the schedule to meet the day of the emergency closure, you should not require or expect students to complete the ECL.
- The ECL should be created as a module on top of any other module in your Canvas course.
- **For Middle School courses only:** Only courses in the following departments are required to create and implement an ECL: English, Math, Science, Social Studies, and World Languages. Arts, Religion, and P.E. classes may have an ECL, but it is not a requirement for the teacher to create in those courses.
- **For Upper School courses only:** All courses for carnegie credit should have an ECL.
- You should have *two days* in the ECL in case of extended closure. It would be best to label your ECL by days so students can clearly see the expectations.
- Your ECL should be located in the school-provided LMS (Canvas), not in the SIS (PowerSchool) or communicated by email alone. The student will need to log in to the LMS in order to document attendance.
- Upon direction of administration when there is a closure, teachers should communicate via email with students to complete one or both days of the ECL.
- While outages of power and Internet may occur and vary for families during the closure, each teacher will be able to see the level of accessibility by observing the level of student response. If only a few students do not complete the ECL, it will be necessary to reach out and follow-up with those students upon return to school. If the majority of students are unable to work on the ECL as shown by the level of participation, the teacher should report to his/her division head for further instructions.
- Students do NOT have to digitally submit anything for the ECL to count as attendance. The LMS is able to show reports of access by student. However, running these reports may be cumbersome; having the students submit something will provide a more efficient method of checking to see who has completed the ECL and who has not. The submission can be any type i.e. a file/ text submission to an assignment.
- While it is ok to have students email their completion of the ECL, it is not ok to deliver the ECL through email from you as they may not log in to the LMS. Again, the LMS login is how we record attendance institutionally.