



# Lucile C. Reading Elementary



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Principal  
Scott M. Hughes

Head Secretary  
Crystal Hunter

**November 20, 2020**

Reading Elementary Families,

We hope you are doing well in this challenging time. Across the state of Utah, schools are seeing increasing numbers of students quarantining due to potential exposure to COVID-19. Davis County is no exception. As the administrative team of L.C. Reading Elementary School, we want to be proactive in giving parents and students an overview of what to expect if confronted with any of the three types of quarantines. The pages included with this document will detail plans and schedules that will be followed.

Here are the three types of quarantines:

1. **INDIVIDUAL QUARANTINE:** This occurs when an individual student must quarantine due to a COVID-19 exposure.
2. **WHOLE CLASS QUARANTINE:** This occurs when a single class has 3 or more active cases of COVID-19, requiring the entire class to go into a two-week quarantine.
3. **WHOLE SCHOOL QUARANTINE OR SOFT CLOSURE OF SCHOOLS:** This could occur because of a statewide order to close schools OR once our school met the threshold of 15 or more active COVID-19 cases. In this type of quarantine, L.C. Reading Elementary would be closed and all students K-6 would participate in remote learning for a minimum of two weeks.

The guidelines included in this document are intended for health-department supported quarantines and closures, not for self-imposed restrictions. If you are concerned about allowing your children to attend school in person, please consider completing the fill out the [Emergency Enrollment Exception Request](#) for online school through Davis Connect. *Teachers do not have time to provide a separate curriculum for those who simply choose to stay home, although students can always access what is available on teachers' Canvas pages.* If you have any questions about this information, please feel free to contact us.

Sincerely,

Scott M. Hughes and Suzanne Dixon  
L.C. Reading Elementary Administrative Team

# Individual Quarantine

*Because teachers are expected to instruct students attending in-person each day Monday-Thursday, they will not be expected to provide daily separate lessons and curriculum delivery for students on individual quarantine.*

A student on individual quarantine may be able to join the class for some direct instruction via Zoom or Teams. Students may also participate in school through teachers' individual Canvas pages. This may include individualized online learning programs, links to recorded sessions, and/or whole class discussions. Teachers will communicate to parents the specific times students may join classroom instruction via technology. This communication will include the Zoom Meeting ID or Teams link.

If there are learning requirements that involve classroom materials pickup, please make arrangements to visit the school office. Not all assignments are compatible for distance learning.

Fridays will continue to be independent learning days on Canvas.

# Whole-Class Quarantine

In the case of a school-wide closure, L.C. Reading Elementary will use the following framework. The morning learning time on Teams/Zoom is required for students because this is where they will receive direct instruction to understand the lessons. This learning is necessary to continue grade-level progression. Independent learning time in the afternoons is highly recommended to practice skills in core areas and gain new knowledge in other areas. Fridays will continue to be independent learning days on Canvas with individual and small group sessions via technology, as guided by classroom teachers. The expectation is that all K-6 teachers will utilize Canvas. Children in 1st through 6th grades will spend approximately 120 minutes per day on Priority Skills while Kindergarten students will spend 60 minutes.

- K-3 Priorities will be Language Arts and Math. All other subjects and Social-Emotional Learning activities should be integrated into the Priority Skills lessons.
- 4-6 Priorities will be Language Arts, Math, and Science. Again, all other subjects and SEL should be integrated into the priority areas.

## Grades 1 – 6

### Monday – Thursday

<b>9:00 – 11:30</b>	Classes on Teams/Zoom for face-to-face instruction with teachers (breaks will be given during this time).
<b>11:30-12:30</b>	Lunch break
<b>12:30 – 1:45</b>	<i>Independent Learning in Canvas</i> – This may include ST Math, Imagine Math, EduTyping and other programs and teacher-directed assignments. All work should be accessed through Canvas.

## Morning Kindergarten Classes

### Monday – Thursday

<b>9:00 – 10:00</b>	Classes on Teams/Zoom for face-to-face instruction with teachers.
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## Afternoon Kindergarten Classes

### Monday – Thursday

<b>12:30-1:30</b>	Classes on Teams/Zoom for face-to-face instruction with teachers.
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# Soft Closure or Whole-School Quarantine

In the case of a school-wide closure, L.C. Reading Elementary will use the following framework. The morning learning time on Teams/Zoom is required for students because this is where they will receive direct instruction to understand the lessons. This learning is necessary to continue grade-level progression. Independent learning time in the afternoons is highly recommended to practice skills in core areas and gain new knowledge in other areas. Fridays will continue to be independent learning days on Canvas with individual and small group sessions via technology, as guided by classroom teachers. The expectation is that all K-6 teachers will utilize Canvas. Children in 1st through 6th grades will spend approximately 120 minutes per day on Priority Skills while Kindergarten students will spend 60 minutes.

- K-3 Priorities will be Language Arts and Math. All other subjects and Social-Emotional Learning activities should be integrated into the Priority Skills lessons.
- 4-6 Priorities will be Language Arts, Math, and Science. Again, all other subjects and SEL should be integrated into the priority areas.

## Grades 1 – 6

### Monday – Thursday

<b>9 – 11:30</b>	Classes on Teams/Zoom for face-to-face instruction with teachers (breaks will be given during this time).
<b>11:30 – 12:30</b>	Lunch break
<b>12:30 – 1:45</b>	<i>Independent Learning in Canvas</i> – This may include ST Math, Imagine Math or Imagine Learning, EduTyping and other programs and teacher-directed assignments. All work should be accessed through Canvas

## Morning Kindergarten Classes

### Monday – Thursday

<b>9:00 – 10:00</b>	Classes on Teams/Zoom for face-to-face instruction with teachers.
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## Afternoon Kindergarten Classes

### Monday – Thursday

<b>12:30-1:30</b>	Classes on Teams/Zoom for face-to-face instruction with teachers.
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## **Prep Classes**

Library, Art, Engineering, PE and Computer Science specialists will provide weekly activities for teachers to include in their Canvas pages. Students are encouraged but not required to participate in these activities. Additional opportunities in these special classes may be provided via Zoom/Teams for interested students on a grade level during the afternoon individual learning time. Information about these specific opportunities will be distributed to parents and made available on the school website and/or teachers' individual Canvas pages.

## **Special Education Resource Services**

Individual students and small groups will continue to receive specialized instruction during a two-week quarantine because we are committed to helping our students continue to progress and learn. At the beginning of this school year, Mrs. Kapp and Mrs. Crookston developed a special learning plan with each family. Those will be used as a framework for specialized instruction and the teachers will contact parents about times to meet. It will be very important for students to have their devices as groups will take place through Teams or Zoom.

## **STAR Reading Groups and Other Tutoring Services**

Reading groups and other tutoring services can continue during a quarantine. These will be delivered through Teams/Zoom by our Trustlands tutors and STAR Reading volunteers who will schedule tutoring opportunities with families. In the case of a whole-school quarantine, please watch for additional information about students' assigned tutoring times and details about methods of delivery.

## **Canvas Information for Parents**

Teachers are working hard to improve lesson delivery using Canvas, it will be more important than ever for parents to be our partners so we can all help students progress as learners. There are parent tools and resources that will help you become more familiar with Canvas. [Please visit this website created by Davis District for help and tips.](#)