



Heritage Elementary Quarantine Instructional Plans

November 23, 2020

Dear Parents:

This letter is to inform you of the procedures that Heritage Elementary has in place in event the rising number of COVID-19 cases require one of the following types of quarantine. The pages that follow this letter detail the plans and schedules that will be followed. Here are the definitions of the three types of quarantine.

1. **Individual Quarantine:** A student is on quarantine because of possible COVID exposure.
2. **Whole Class Quarantine:** A class has three or more active COVID-19 cases, which requires the entire class to go on a two-week quarantine.
3. **Soft Closure or Whole School Quarantine:** Either because of a state order to close schools or because the school has 15 or more active COVID-19 cases, the school building is closed, and students are learning remotely from home.

The end of this document also includes an explanation of the expectations for students utilizing special education services.

These guidelines are for health department quarantines or shut-downs, not for self-imposed restrictions. If you are nervous about in-person school attendance, please fill out the Emergency Enrollment Exception Request to apply for online school through Davis Connect. <https://www.davis.k12.ut.us/academics/online-learning> Teachers do not have time to provide a separate curriculum for those who choose to stay home, although students can always access what is available on teachers' Canvas pages. Teachers will be answering questions and replying to emails as soon as possible during their contract time 8:00 a.m. – 4:00 p.m.

If you have any questions about this information, please feel free to contact either of us.

Sincerely,

Ruthanne Keller and Michelle Yoho
Principal and Assistant Principal



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Individual and Small Group Quarantine

Here is the framework that Heritage will use when an individual student is required to quarantine.

Students will access their daily assignments through Canvas. There will be some activities that cannot be replicated at home. Teachers will have daily/weekly expectations clearly laid out on their Canvas pages so students and parents can monitor the progress of students either in class or on quarantine.

If there are learning components that involve paper/pencil tasks, the school office will assist with delivery or pickup of materials in the rotunda for quarantined students.

Because teachers are teaching in person Monday – Thursday, they **will not** be providing daily, separate instructional delivery for students on quarantine. Teachers will be answering questions and replying to emails as soon as possible during their contract time 8:00 a.m. – 4:00 p.m.

Friday's will continue to be used for independent learning days on Canvas with small group instruction and Zoom or Teams meeting, as guided by teachers.



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Whole Class Quarantine

Here is the framework that Heritage will use in the case of a whole class quarantine. The morning time on Teams is required for students – it is where students will receive the lessons and instruction necessary to continue grade level progression.

Fridays will continue to be independent learning days on Canvas with individual and small group sessions on Teams or Zoom, as guided by teachers. Teachers will be answering questions and replying to emails during their contract time 8:00 a.m. – 4:00 p.m.

Grades 1-6 Monday – Thursday

8:50 – 11:30	Classes on Teams or Zoom for face-to-face instruction with teachers (breaks will be given during this time).
11:30 – 12:30	Lunch Break
12:30 – 1:00	Independent Learning in Canvas (may include i-Ready Math, McGraw Hill, Nearpod, other programs and teacher directed assignments)

Kindergarten Morning Class Monday – Thursday

9:00 – 10:00	Classes on Teams or Zoom for face-to-face instruction with teachers (breaks will be given during this time).
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Kindergarten Afternoon Class Monday – Thursday

12:00 – 1:00	Classes on Teams or Zoom for face-to-face instruction with teachers (breaks will be given during this time).
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Chinese Immersion Class Closure

In the event one or both of the Chinese Immersion classes in a grade level needs to quarantine, each grade level partnership will communicate directly with their parents regarding their specific plan for daily Teams or Zoom face-to-face instruction with both teachers. Each teacher will also publish independent learning on Canvas. Your teachers will give you the details directly.



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Soft Closure

Here is the framework Heritage will use in the case of a school wide closure. The morning time on Teams or Zoom is required for students – it is where students will receive the lessons and instruction necessary to continue grade-level progression. Prep classes and independent learning time in the afternoons are 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 on Teams or Zoom, as guided by teachers. Teachers will be answering questions and replying to emails as soon as possible during their contract time 8:00 a.m. – 4:00 p.m.

Grades 1-6 Monday – Thursday

8:50 – 11:00	Classes on Teams or Zoom for face-to-face instruction with teachers (breaks will be given during this time).	
11:00 – 12:00	Lunch Break	
12:00 – 12:45	Grades 1-3	Grades 4-6
	Independent Learning in Canvas	Prep Classes (See schedule on next page)
1:00 – 1:45	Grades 1-3	Grades 4-6
	Prep Classes (See schedule on next page)	Independent Learning in Canvas

Kindergarten Morning Class Monday – Thursday

9:00 – 10:00	Class on Teams or Zoom for face-to-face instruction with teachers (breaks will be given during this time).
10:45 – 11:15	Prep Classes (See schedule on next page) Combined with afternoon class

Kindergarten Afternoon Class Monday – Thursday

10:45 – 11:15	Prep Classes (See schedule on next page) Combined with morning class
11:30 – 12:30	Classes on Teams or Zoom for face-to-face instruction



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Prep Class Schedules

Prep classes will be held for the whole grade level through Teams or Zoom calls initiated by the classroom teacher who will send an invitation to the prep teacher to conduct the activity.

Kindergarten

	Monday	Tuesday	Wednesday	Thursday
10:45 – 11:15	--	Art	PE	Computers

1st Grade

	Monday	Tuesday	Wednesday	Thursday
1:00 – 1:45	Art	PE	Computer	--

2nd Grade

	Monday	Tuesday	Wednesday	Thursday
1:00 – 1:45	--	Art	PE	Computer

3rd Grade

	Monday	Tuesday	Wednesday	Thursday
1:00 – 1:45	Computer	--	Art	PE

4th Grade

	Monday	Tuesday	Wednesday	Thursday
12:00 – 12:45	Art	PE	Computer	--

5th Grade

	Monday	Tuesday	Wednesday	Thursday
12:00 – 12:45	--	Art	PE	Computer

6th Grade

	Monday	Tuesday	Wednesday	Thursday
12:00 – 12:45	Computer	--	Art	PE



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Special Education/Resource Services

Students who have special education/resource services will receive their instruction remotely as well. Because the type and time of the services vary by students, resource teachers will communicate the expected times and assignments with parents.

Families can anticipate that students with special education services will be excused from the afternoon section (12:00 p.m. – 1:45 p.m.) so they can work on their IEP goals. The time spent on IEP goals may be a combination of face-to-face instruction through Teams and independent practice in Canvas. For example, the i-Ready program students use in math is an excellent source for providing students with a strong math experience at their individual levels.

In some cases, the resource teachers may want to work with students on Teams during the morning section. They will work closely with the classroom teachers, then communicate to families individually to facilitate this as needed.