



West Point Elementary

November 20, 2020

Dear parents:

With increasing numbers of students quarantining, we want to give you an overview of what you can expect with the three types of quarantines. The pages that follow this letter detail the plans and schedules that will be followed. Here are the three types of quarantines.

**Debbie
Marshall**

Principal

**Michelle
Gibby**

**Assistant
Principal**

1. **Individual Quarantine:** A student is on quarantine because of possible COVID exposure.
2. **Whole Class Quarantine:** A class has 3 or more active COVID 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 cases, the whole school is closed and doing remote learning.

The end of this document also includes an explanation of the expectations for Special Education resource.

**Becky
Merrick**

**Head
Secretary**

These guidelines are for health-department quarantines or shutdowns, 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. 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.

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

Sincerely,

Debbie Marshall and Michelle Gibby

Principal and Assistant Principal

Individual Quarantine

In the case of individual quarantine, here is the framework West Point will use. Because teachers are teaching in person all day M-Th they will not be providing daily, separate delivery for students on quarantine

Students on quarantine will participate in school through two formats:

- 1) Face-to-face, real-time through Teams. Teachers can record these sessions to be viewed later, but they won't be as dynamic and helpful for students who aren't participating live.
- 2) Independent learning in Canvas (may include iReady, McGraw-Hill, or other programs and teacher-directed assignments)

Teachers will communicate the times for these two formats on a class-by-class basis. For example, one class may be doing language arts from 9:00 – 10:30, which would be ideal for the face-to-face on Teams time. Another class might be doing their language arts at 11:00. Teachers will email parents of quarantined students with the times for these two sections.

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

Fridays will continue to be independent learning days on Canvas with individual and small group sessions on Teams, as guided by teachers.

Whole-Class Quarantine

In the case of a whole-class quarantine, here is the framework West Point will use. The morning time on Teams is required for students (if they are not sick)—it is where students will get the lessons and learning necessary to continue grade-level progression. District guidelines are that students in Grades 1-6 will be working on priority subjects for no more than 120 minutes each day. Kindergarten students will be working for 60 minutes. Priority subjects are Language Arts and Math for Grades K-3, and Language Arts, Math, and Science for Grades 4-6.

Fridays will continue to be independent learning days on Canvas with individual and small group sessions on Teams, as guided by teachers.

Grades 1 – 6

Monday – Thursday

| | |
|----------------------|--|
| 8:50 – 11:00 | Classes on Teams for face-to-face instruction with teachers as well as independent learning time (breaks will be given during this time) |
| 11:00 – 12:00 | Lunch break |
| 12:00 – 1:00 | <i>Optional: Independent Learning in Canvas</i> (may include iReady, McGraw-Hill, or other programs and teacher-directed assignments) |

Kindergarten

Morning Classes

Monday – Thursday

| | |
|--------------|---|
| 9:00 – 10:00 | Classes on Teams for face-to-face instruction with teachers as well as independent learning time (breaks will be given) |
|--------------|---|

Afternoon Classes

Monday – Thursday

| | |
|-------------|---|
| 1:00 – 2:00 | Classes on Teams for face-to-face instruction with teachers as well as independent learning time (breaks will be given) |
|-------------|---|

Soft Closure or Whole-School Quarantine

In the case of a school-wide closure, here is the framework West Point will use. The morning time on Teams is required for students (if they aren't sick)—it is where students will get the lessons and learning necessary to continue grade-level progression. Priority subjects and learning times will be the same as whole class quarantine. Special classes and independent learning time in the afternoons are optional but 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, as guided by teachers. An online session with our school librarian will also be provided to students.

Grades 1 – 6

Monday – Thursday

| | | |
|----------------------|---|---|
| 8:50 – 11:00 | Classes on Teams for face-to-face instruction with teachers and independent learning time (breaks will be given during this time) | |
| 11:00 – 12:00 | Lunch break | |
| 12:00 – 12:45 | Grades 1 – 3 | Grades 4 – 6 |
| | <i>Optional: Independent Learning in Canvas</i> | <i>Special Classes</i> (see schedule on next page) |
| 1:00 – 1:45 | Grades 1 – 3 | Grades 4 – 6 |
| | <i>Special Classes</i> (see schedule on next page) | <i>Optional: Independent Learning in Canvas</i> |

Kindergarten

Morning Classes

Monday – Thursday

| | |
|----------------|--|
| 9:00 – 10:00 | Classes on Teams for face-to-face instruction with teachers/independent work time (breaks will be given) |
| 10: 45 – 11:15 | Special Classes |

Afternoon Classes

Monday – Thursday

| | |
|----------------|---|
| 10: 45 – 11:15 | Special Classes (combined with morning classes) |
| 1:00 – 2:00 | Classes on Teams (same as morning classes/breaks will be given) |

Special Classes Schedules

Kindergarten

| | Monday | Tuesday | Wednesday | Thursday | Friday Library |
|----------------------|--------|---------|-----------|----------|------------------|
| 10:45 – 11:15 | Music | Art | PE | Computer | 9:00-9:15 |

Grade 1

| | Monday | Tuesday | Wednesday | Thursday | Friday Library |
|--------------------|--------|---------|-----------|----------|------------------|
| 1:00 – 1:45 | Art | PE | Computer | Music | 9:20-9:50 |

Grade 2

| | Monday | Tuesday | Wednesday | Thursday | Friday Library |
|--------------------|--------|---------|-----------|----------|--------------------|
| 1:00 – 1:45 | Music | Art | PE | Computer | 10:00-10:30 |

Grade 3

| | Monday | Tuesday | Wednesday | Thursday | Friday Library |
|--------------------|----------|---------|-----------|----------|--------------------|
| 1:00 – 1:45 | Computer | Music | Art | PE | 10:40-11:10 |

Grade 4

| | Monday | Tuesday | Wednesday | Thursday | Friday Library |
|----------------------|--------|---------|-----------|----------|--------------------|
| 12:00 – 12:45 | Art | PE | Computer | Music | 12:00-12:30 |

Grade 5

| | Monday | Tuesday | Wednesday | Thursday | Friday Library |
|----------------------|--------|---------|-----------|----------|-------------------|
| 12:00 – 12:45 | Music | Art | PE | Computer | 12:35-1:05 |

Grade 6

| | Monday | Tuesday | Wednesday | Thursday | Friday Library |
|----------------------|----------|---------|-----------|----------|------------------|
| 12:00 – 12:45 | Computer | Music | Art | PE | 1:10-1:40 |

Special Education Resource Services

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

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 IReady program students use in math is excellent at providing students 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 and communicate to families individually to facilitate this as needed.