

March 17, 2020

This is a NEW Principal Message.

1. Happy St. Patrick's Day!

As promised, I am sending out more frequent emails to keep patrons and students apprised of changes. However, the best way of monitoring changes is to visit ASD's website

- Go to alpineschools.org for the latest district-wide information.
- Hopefully, you do not feel bombarded with emails.

2. Schools Open Regular School Hours:

By the end of the day today, teachers should communicate with their students to let them know what the plan will be for their class. Although classes are not in session, school buildings will be open from 7:45am – 2:15 for the next two weeks. The main entrance will be the only doors unlocked except when meals are being served. Students can choose to come to the school during open hours (listed above) to pick up items they might need over the next two weeks. Students and patrons should “self screen” before coming to Westlake. The screening should consist of asking the following:

1. Have you been in close proximity to anyone who has tested positive for Covid-19 within the last 14 days?
2. Have you had any of the following symptoms within the last 14 days?
 - Fever
 - Dry cough
 - Shortness of breath
 - Difficulty breathing
 - Persistent pain or pressure in the chest
 - Headache and muscle pain and tiredness
 - Confusion

If the answer to any of these questions is “Yes”, then we ask that you stay home. Thank you in advance for your assistance in monitoring access to the building.

3. Needed Chromebooks:

Please fill out this form (bit.ly/whstechneeds) before coming to the school to check out a Chromebook. If you need a Chromebook for your student, THIS FORM MUST BE FILLED OUT PRIOR TO ENTERING THE MAIN DOORS. Chromebooks will be available for those who need one to continue their academic progress. Please only check out a Chromebook if you do not have sufficient devices at home for your student(s). Chromebooks will be checked out from the media center on March 18th from 11am-7pm. For right now, we are limiting Chromebooks to one per family.

- To reduce wait time, please try to come during the scheduled blocks that correspond with your last name. ***Please do not feel that you have to be the first in line in order to get a Chromebook.*** We have enough Chromebooks to support needs.
 - A - F 11:00 a.m. - 1:00 p.m.
 - G - M 1:00 p.m. - 3:00 p.m.
 - N - S 3:00 p.m. - 5:00 p.m.
 - T - Z 5:00 p.m. - 7:00 p.m.

4. Breakfast and Lunch Services:

Please help our Food Service Specialists determine how much food to prepare by filling out this survey:

[Westlake Student 'Grab and Go' Breakfast/Lunch Survey](#)

District Nutritional Services will provide "grab and go" during the following hours:

- Breakfast between 8-9 AM
- Lunch between 11AM – Noon

Please note: We are not able to combine breakfast and lunch for pick up at this time as it would require a waiver from the federal government (USDA).

The normal process will be used for meals. Students will be charged through their lunch account unless they have qualified for free and reduced lunch.

- Students will pick up meals in the Cafeteria. Students will enter through the west doors that allow access into the Cafeteria.
- Students will provide their name when picking up meals. School staff will then charge the meal to the student account for applicable charges (e.g. full, reduced, free) just as if they were going through the line during school.
- Students will need to pick up meals at their assigned school. Our meal accounting systems are site-specific and do not accommodate combining services across schools.
- Product has been ordered for the individual school population.
- Consolidating meal pickup to one location may increase the gathering of individuals at a specific site.

5. MTech:

The following was sent from MTech:

“We are in the process of arranging for online instruction in all programs-including Cosmetology. We have permission from the State to be flexible in how we have students do their skills and competencies online. We are having students use mannequins, family members, etc. They will use their phones to take photos, video, etc. to show work. We have teachers working one on one with students -virtually to show pass-offs and work. They also have a complete Canvas program that they will be doing assignments and tests. We are logging hours and will manually put those in our SIS system because they are not able to clock-in and clock out.

Our testing centers are open, as well as students' services. We will be allowing students to use the testing center as needed. We will also be putting together kits of dispense items for students to get for work at home.”

6. East Shore:

During the Alpine School District closure, East Shore Online will still be open to activate tests Monday - Friday, 7:30 AM - 4:00 PM. Please see our modified options for requesting your test while school buildings are closed.

Email:

- When your student is ready to test, please send an email to eso@alpinedistrict.org
- Your email will need to include the following information:
 - **Student First and Last Name**
 - **Student ID number**
 - **Current School**
 - **The course and unit test you are requesting**
- An ESO representative will review the student's work. If all work is complete with a score of 70% or higher, the test will be released to the student.
- Once the test is released, an email confirmation will be sent letting the student know they may begin their test.
- Testing is on your honor. Please do not use notes, friends, or the internet to look up answers.

Live Chat:

- When your student is ready to test, please send us a Live Chat at eastshore.alpineschools.org

- Your chat will be answered in the order received.
- Please include the following information in your chat:
 - **Students First and Last Name**
 - **Student ID number**
 - **Current School**
 - **The course and unit test you are requesting**
- An ESO representative will review the student's work. If all work is complete with a score of 70% or higher the test will be released to the student.
- Once the test is released, the representative will send you a confirmation letting the student know they may begin their test.
- Testing is on your honor. Please do not use notes, friends or the internet to look up answers.

Please be aware that our Help Desk Assistants will be onsite Monday, March 16th and Tuesday, March 17th and can be reached by phone 801-610-8185, Email or Live Chat from 7:30 AM - 4:00 PM. We expect call/chat/email volumes to be very high during this closure. We thank you for your patience while we strive to maintain student progress.

7. Cancellation of all extra-curricular activities, practices, Driver's Education, rentals, etc.:

There are no practices, extra-curricular activities, or Driver's Education for the next two weeks. We are treating this like a moratorium.

- Coaches should not have any interaction with their players for the next two weeks starting Monday.
- All building use by feeder programs and rentals are likewise cancelled.
- Students are strongly discouraged from meeting as groups.
- Fields will not be available for any groups.
- All try-outs for Drill, and Cheer, etc. are in the process of being rescheduled.
- Students registered in the March 24th Driver's Education have been contacted regarding alternatives. Range and road has been cancelled until we are directed otherwise.

8. AP Tests & ASPIRE Testing:

- The testing window will be open upon our return to school for all tests.
- We have not had any communication from College Board concerning AP testing, and hopefully it will not be impacted by school closures into May.

9. Emotional Support:

- Counselors, Social Workers, Behavior Specialists, etc. can provide services through digital means. If you have questions, then please contact your high school counselor by e-mail, or call the Counseling Center for consultation or help.

10. Special Needs Students:

- Students, including those with special needs, will learn at home.
- Individual variations to ensure appropriate access to services that are deemed essential for goal progress will be arranged between the teacher and parent.
- Parents of students that have IEP services and accommodations should work closely with the student's case manager to facilitate online learning from home. This includes tutoring needs.
- IEPs can still be held during the next 2 weeks. These will be done by using distance communication means such as Google Hangout.
- If you have specific questions, then please contact your student's case manager. You may also contact our 504 coordinator Brandon Jackson at bjackson@alpinedistrict.org with questions or concerns regarding IEP and 504 plans.

11. Student Council Appointed Positions:

- We are moving forward with process for Student Council appointed positions. This process involves

filling out a Google form, which will be due this Friday, March 20th. Please go to westlakeelections.weebly.com for further information.

12. We will continue to share information as it becomes available.