

LIETZ, THOMAS

From: Thomas Lietz <THOMAS.LIETZ@UticaK12.org>
Sent: Tuesday, January 12, 2021 3:30 PM
To: LIETZ, THOMAS
Subject: UHS Return to In-Person Update: Jan. 12

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Good afternoon Utica High families,

I wanted to send a few more details to you regarding our return to face to face learning next Tuesday, January 19th, one week from today! We have been working diligently to get through scheduling challenges and corrections. At this point there is no longer space in the Virtual Academy and we will be honoring no further requests to move to the VA. We are now finally processing requests to return to Utica High and though will be getting in touch with those who had schedules we could accommodate in the next day or so.

This Email is detail oriented about return to school. From safety and hallways to attendance and instruction, I've covered a lot of bases. All of this information can be found on the UHS website (<https://uticahigh.org>) and that site should be a place you're regularly checking for information. The Principal's Message which contains Weekly Updates on the right side of the page and the "How Do I" tab are two very important places to start!

If your student is in the Virtual Academy, please disregard this.

Let's go into a few details!

- **Safety**

- **Masks**

- As stated in the UCS parent handbook, appropriate facial coverings will be required of all individuals on school grounds at all times with the only exception being during when eating. "Face mask" means a tightly woven cloth or other multi-layer absorbent material that closely covers an individual's mouth and nose. If a student has a mask that is not closely covering the nose and mouth they will be provided one by to replace that

loose or ill-fitting mask for the day.



- **Self-Screening**

Students and families are required to follow our [Student Self-Screening Protocol](#) daily and err on the side of caution always! That means if there are potential signs of illness, your student should stay home. As Mr. Monroe has said many times, we need to work together if we want this return to be successful, and this is the most important piece!

- **Spacing and Social Distancing**

We will do our best to maximize space within classrooms and throughout the building. We will provide 6 feet of distance between students at lunch, when masks can be removed while eating.

- **Breakfast / Lunch**

Breakfast and lunch are available during in-person learning sessions. For days students are at home for remote learning, meals are available at the remote pickup locations during the designated times. Students may bring their own lunch, however, it is preferred for students to have “throw away” lunch bags without containers. Food will only be consumed in designated areas set aside for eating and appropriate cleaning.

Please Note: Food delivery of any kind including from restaurants/Door Dash, etc. will not be accepted and will be turned away at the student’s loss.

- **Lunch Times**

On the hybrid model there will be 5 distinct lunch session to help promote distancing. (Lunches A , B , C , D and E) Lunches will be assigned by 2nd and 5th hour classes. Lunch times do begin and end earlier to facilitate spacing and social distancing in lunch and reducing the number students served per lunch from 500 to about 115 each lunch period. Lunch will remain free for all students through June per recent FDA decisions and funding.

- **Spacing / Assigned Seating**

Seating in the cafeteria for lunches will be specifically assigned to classes and students to more easily allow for monitoring and tracing as needed. Lunch assignments are still in the process of being solidified, however they will be shared with staff and students soon! In the near future, students will be able to look at their 2nd and 5th hour room numbers to identify their assigned lunch session. For example, Room 144C means they're in C lunch. Teachers will also share lunch schedules with students.

- **Attendance**

If your student is not in the Virtual Academy they must come to school on the days their cohort is scheduled or they will be marked unexcused. In-person requirements, such as tests, labs, and other participation-driven activities will be done on those days. Short of a COVID related or other illness, excused absence, students are expected to be in school. If they are not, they will be able to make-up the above items, but will have to do so in-person.

- **Excused Absences**

The UCS Student handbook outlines absences that will be excused and the process by which students must make-up or complete the work within a reasonable amount of time. Please consult the student handbook under the parent section of the UHS website or under the UHS Return to School Documents.

- **Remote days**

Attendance will be taken of ALL students every day. THERE ARE NO DAYS OFF.

- **Gone – No Return**

If a student signs into a meeting and is in attendance but then vanishes and doesn't respond to a teacher request they will receive a G (Gone – No Return) indicating that they were not in attendance and limiting their capacity to make up practice and formative assessment work done during that time.

- **COVID Related Absences**

If a student is quarantined due to exposure or positive diagnosis we will work with that student in every way possible to ensure they do not lose opportunity to demonstrate mastery and earn their grade and credit.

- **Athletics**

Students who hope to participate (practice or games) in athletics must be have been in attendance for 2 of 3 blocks of instruction on any given day in the format for their format (in-person, remote or virtual academy) as they're assigned that day.

- **Arrival / Drop-off / Parking**

School will open at 7:00 am and close at 2:30 pm unless students are here for sanctioned school activities. Student arrival cannot occur prior to 7am unless by

UCS bus. Once here, classrooms will not be opened until 10 minutes before classes start. So, student will be walking the halls, as they cannot gather in groups. Breakfast will be offered for our students who need breakfast, though we recommend that takes place before school if possible. We have set out specific areas that are designated for drop-off, pick-up, parking and entrance. See below the [map](#) and specific instructions below:

- **Bus Drop Off (Door 9)**
Busses will drop off in front of the main entrance (Door 9) by the main office. Students will not come into the main office, but will progress to the hallway and walk the lower and upper hallways until teachers open classes. See the [video here](#).
- **Parent Drop Off (Door 5)**
Students being dropped off by parents will enter through Main Gym entrance (Door 5). See the [video here](#).
- **Student Driving (Doors 1 and 11)**
Students driving will have one of two points of entrance. Those entrances will be closed until 7am. We are asking that students remain in their vehicles prior to this point and do not enter early. If parking in the upper or lower west lots (behind the school) they should enter through door 11. See the [video here](#). If parking across the street behind the stadium, students must enter through door 1 next to the Media Center. See that [video here](#).
- **Parking Passes**
The application for juniors and seniors can be found under the How Do I tab on the websites. Only juniors and seniors can drive. Students must complete the application from their UCS account, or it will not work. If they completed that application in November, there is no need to complete it again!
- **Transportation / Bussing**
Students who are within areas with bussing will receive transportation. Information on stops can be found under the How Do I tab on the UHS Website. Proper masking will be required for all students riding the bus at all times.
- **Hallways, Lockers, Locker Rooms and Bathrooms**
 - **Hallways**
Hallways are directional and will only be used during class changes and for bathrooms. There will be limited reason why anyone would leave a class for other reasons, but due to social distancing and supervision requirements, we are making sure students are in a place and stay in a place. Lunch passes, hall passes, without expressed scheduling by teachers or request by the office, will be limited. All hallways have signage

on the floor and in eyesight to help with direction. This [UHS Directional Map](#) will help to orient your student!

- **Lockers**

Students will not have access to their lockers. Students should have a bag with their computer, headphones, and any other personal items, (writing or note-taking items, calculators, etc.). Lockers are off limits.

- **Locker Rooms**

Locker rooms will be used for PE classes in stages. All students will report to the gym first, will be given permission to enter and change in small groups to facilitate social distancing. Lockers WILL NOT be used. Students should keep gym clothes/shoes in a bag. That bag will be brought into the gym and not left in the locker room.

- **Bathrooms**

Bathrooms will be available but limited to the number of students who can enter posted outside. A touchless system has been implemented where students must scan in/out of classrooms using a web address or QR code that will collect information necessary in case we need to contact trace an exposure.

- **Class Changes – Staggering**

Class release will be staggered with even classes releasing a minute ahead of odd numbered rooms.

- **Cohorts and Days**

- **Cohorts** are groupings of students by alphabet. Our Orange Cohort is A – K and our Black Cohort is L – Z. In the handbook these are referenced as cohorts 1 and 2. Our Orange Cohort, with the exception of the first week (no school on Monday) is in person on Monday/Tuesday and our Black Cohort is in person on Thursday and Friday. All students are remote on Wednesday.

- **A/B Days** refer to the blocks of classes taught on those days. A days are hours 1 – 3 and B days are hours 4 – 6.

- [This schedule](#) shows the days and cohorts through our mid-winter break and identifies A/B Days and Cohorts in session.

- **Remote students** will still login, still attend class and still be actively practicing and learning. *There are no days off in this schedule. School is every day for all students!*

- **Technology Requirement**

- **Computers**

Your student was loaned a UCS computer that is their textbook and primary source of practice and feedback. As such, that computer MUST

come with them every day, along with their charging cable. We have put power strips in each room to make sure that computers can be charged during the day.

- **Headphones**

We are asking that all students continue to use (and bring with them) headphones. We have some headphones in building, but they're probably not what students will want to use. As we will not be able to do much of the grouping that we are used to in order to respect space and distancing, we want to make sure students have those headphones to be able to communicate with each other whether at home or in class.

- **Instructional Expectations**

We are fortunate to have an incredible staff of educators who have taken what seemed impossible this fall, and made it look easy! Their dedication, command of curriculum and content, and care for your students has and continues to drive their approach to learning, and it will be no different in this face to face environment!

- **Remote**

All students are in class during the assigned times, whether or not they're in-person or not. Students should report on time and prepared for class.

- **In-person**

Students who are in-person will have the following expectations:

- **Attendance**

Students are expected to be in class on all days

- **Participation**

Students who are in-person or remote are required to fully participate. Consistent with our Continuous Improvement Plan, we focus on multiple points of practice and feedback for all students during each class. If a student is remote and has logged into the Teams meeting but doesn't respond when the teachers asks a question of them or chats with them, that formative assessment will be marked accordingly and students will lose credit.

- **Student Support Time**

SST will continue daily with the extended SST on Wednesday during our remote day.

- **Student Registration Forms/Contact Information**

First, as we enter the second semester, your student's last semester of High School, we need to make sure we have done a final verification of your student's name for our diplomas. We're asking that all parents please read the Instructions document below which gives you step-by-step instructions how to access Power School Forms from your Unified Classroom account on a browser (The PowerSchool App will not work) at <https://classroom.powerschool.com/>.

The instructions on how to access Power School Forms are below:
[Instructions for Accessing Student Forms in Unified Classroom.pdf](#)

- **Medicine**

If your student requires medicine while in school, you must contact Barbara.Olejniczak@uticak12.org to set up an appointment to bring in the appropriate medicine, in their original containers and with the medical form completed. Forms can be submitted via our Student forms and registration on PowerSchool (see above)

- **Parent and Guest Visitors to the Building**

As we transition back face to face and mitigating the risks of COVID 19 continues to be a priority, building occupancy will continue to be restricted to students and staff. Unfortunately, we are not able to allow guests and visitors into the building at this time. As such, we will not be able to accept deliveries or drop offs of any kind for students, including lunches. All students will have access to food services daily.

If you have the need for assistance, to schedule a meeting or have other inquiries, we would ask that you please call the office in advance at 586-797-2200. To help maintain a safe and secure environment, we will continue to utilize available technology whenever possible.

That was a lot! This will be posted under both my Weekly Updates and our UHS Return to School Documents on the website!

Sincerely,

Tom Lietz
Principal



Utica High School Vision Statement:

Empowering students to reach their full potential as members of a global community.

Utica High School Mission Statement:

The mission of Utica High School is to develop successful learners with the support of our community of educators, students, and parents. Our diverse student body will have an equitable, rigorous, and comprehensive education in a safe and supportive environment that promotes self-discipline, motivation, and excellence in learning. We aim to cultivate individual learners with active and creative minds, and a sense of understanding and compassion for others.

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