

August 27, 2020

Dear Maples;

We are quickly approaching the start of another school year. We are excited to offer you the options of returning to school either face to face and/or online. We are busy putting together the final face to face and online schedules. I know students, parents and teachers are anxiously waiting to view their schedules. We expect to share student schedules with you next week. Student schedules will be available for you to view using the Home Access Center. We will send an alert to you via your phone, email, and text when you can log into the Home Access Center to view your student's schedule.

### **Transportation**

We are working with First Student to coordinate student drop off and pick up times to and from Adrian High School that will ensure social distancing between students. Students riding the bus will be dropped off at Adrian High School at 7:20 a.m. Students will be greeted by a staff member and students will be dismissed off the bus in an orderly fashion. Bus students will enter AHS via the main entrance and they will be socially distanced from one another in the cafeteria and in the courtyard. Students will report to their first period class at 7:35 a.m. At the end of the day, bus students will be dismissed prior to the students that drive, walk and/or get picked up by a parent and bus students will exit the building via the main entrance.

### **Arrival & Dismissal**

All students driving to AHS will now park in the South parking lot. Students driving to school will remain inside their car until the doors open. Security will monitor the South parking lot. Students will be permitted to enter the building at 7:30 a.m. via the senior lobby entrance. Students will socially distance themselves from one another in the courtyard or in the cafeteria.

Please use the drop off loop off of McKenzie Street when dropping off your student. Please coordinate your drop off time to be as close to 7:30 a.m. as possible. Students that are dropped off will enter the building via the senior lobby entrance. Students will socially distance themselves from one another in the courtyard or the cafeteria.

Students that walk to AHS will enter the building via the senior lobby entrance. Please plan your route to ensure you arrive at AHS at or near 7:30 a.m. Students will socially distance themselves from one another in the courtyard or in the cafeteria.

In the event of inclement weather, students will socially distance themselves from one another in A, B, C and D hallways according to the blue arrows on the floor which have been placed six feet apart from each other.

Students will be dismissed to go home from their fifth period class. We will begin dismissing students from their fifth period class after bus students have been dismissed. We have

designated exit doors by your student's fifth period class. Students who drive, walk or get picked up will exit AHS using one of the following exits: Southwest exit facing the drop off loop, senior lobby facing the south parking lot, Southeast or Northeast doors at the top of the ramp, or the athletic exits facing North or South.

### **Vo-Tech for Face To Face**

Students attending Vo-Tech in the a.m. will depart AHS at 8:44 a.m. via the main entrance and return to AHS at 10:55 a.m. Students returning from a.m. Vo-Tech will go directly to their fourth hour class for lunch. AHS staff will direct students to their fourth hour class.

Students attending Vo-Tech in the p.m. will depart AHS at 12:02 p.m. via the main entrance and return to AHS at 2:22 p.m. These students will eat lunch in their fourth hour class prior to departing for Vo-Tech.

- Students will be permitted to drive themselves to and from Vo-Tech. Students will need to secure a permit from Vo-Tech and have an AHS administrator sign their Vo -Tech driving/parking permit.
- AHS will provide students transportation to and from Vo-Tech. We will provide transportation home from Vo-Tech for the p.m. students if necessary.

### **Vo-Tech for Online Students**

Students selecting the online option will need to secure their own transportation to and from Vo-Tech regardless of whether they attend AM or PM Vo-Tech.

If a PM Vo-Tech student needs transportation to and from school, students will need to ride the bus at the normal time to AHS. Students will be directed to a supervised designated area for their first hour class. Students will then proceed to their second hour class and follow their class schedule beginning with the second period class. If students have their own transportation to AHS they must report to school by 8:44 a.m. Students will need to report directly to the main office to have their temperature checked prior to reporting to their second hour class.

### **Late Students**

All students arriving late to school will report directly to the main office to have their temperature checked prior to entering an AHS classroom.

### **Breakfast & Lunch Procedures**

**Due to CDC recommendations we are prohibiting food deliveries while we are in Phase 4. This includes parents dropping off fast food to their child.**

Students will eat breakfast in their first hour class and students will eat lunch in their fourth hour class. We will designate which classrooms come to the cafeteria to pick up breakfast and lunch. There will be 2 designated serving locations within the building. Teachers will escort their class to either the lunchroom or a designated serving location to pick up their breakfast or lunch and then students will be escorted back to their fourth hour class. The office staff will be supervising designated hallways, along with support staff and teachers, to ensure students are socially

distanced from one another. **We will not have office staff available to call into classrooms and/or deliver food to the classroom. We respectfully request that you do not drop off food for your child.**

### **Student Parking**

Students driving to and from school this year will need to secure a parking permit. We will only issue parking permits to students that are choosing the face to face option. Parking permits are \$20 dollars for the school year.

- [Application for Student Parking Permit](#): A parent signature along with the student signature is required prior to AHS issuing students a parking permit.
- Sept. 1
  - 9-11 a.m. Last year's leadership class per Ms. Gilmore's list
  - 12:30-2:30 p.m. Seniors
- Sept. 2
  - 9-11 a.m. Juniors & Senior make up date.
- Sept. 3
  - 9-11 a.m. Sophomores & Seniors/Juniors make up date.

### **Chromebooks**

Students selecting the face to face option will receive their chromebook during the week of September 8th. The technology department will coordinate chromebook distribution. If you choose the online option you already received an alert from APS regarding chromebook distribution. We are getting a lot of questions from students regarding how to log into their chromebook and APS school email. Here are the directions for students to log into their chromebook and student email: [Student Technology Logins](#).

### **Technology**

All students will be issued a chromebook and must abide by the technology usage policy. If you need additional guidance regarding our technology usage policy here is the link to the policy for you to read.

- [Technology Usage Policy](#)
- [Student Technology Usage Regulations](#)

### **Backpacks**

Backpacks are permitted to be carried throughout the school day and they are permitted inside the classrooms. We are working with teachers to ensure that we provide options for students to carry a physical textbook or use the online textbook to help reduce the number of books students carry.

### **Face Coverings**

All APS students are required to wear a facemask that covers their mouth and nose at all times while on a school bus, in another APS vehicle, within all common areas of APS school

buildings, and within non-APS buildings while participating in an APS-sponsored educational program or activity.

No student is required to wear a facemask while eating a meal.

APS understands that some students may be medically unable to wear a facemask that covers his or her mouth and nose. To receive a medical exception to the requirement to wear a facemask, students must provide the school with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a facemask. **We encourage students to wear a face shield if possible if medically exempt from wearing a facemask.**

- [Mask Medical Exemption Form](#)

**APS Student COVID Screening Procedures & Agreement:** APS COVID screening and testing procedures are developed in cooperation with the [Lenawee County Return to School Tool Kit](#). APS will provide educational materials to all students and parents/guardians regarding COVID-19 common symptoms and the importance of self-monitoring and consulting a healthcare provider at the first sign of any symptoms. Parents/guardians will also be asked to sign a COVID-19 Screening Agreement that was developed in partnership with the Lenawee County Health Department indicating that they will conduct a daily COVID-19 screening and that they will not send their child to school if the screening process detects any possibility that the child may have COVID-19 and/or that the child may have been exposed to COVID-19 (form below). **Please sign the [COVID-19 School Health Screening Agreement](#) and return it the week of August 31, 2020. This document can be dropped off using the black drop box located in front of the main office facing Bixby Hospital.**

We have received numerous questions about the safety of your students attending school face to face. We hope we've answered your questions satisfactorily. I am confident that we will be able to meet your expectations and when necessary, we will make modifications to our protocols and procedures as we learn more about how to keep students and staff safe.

Next week we will communicate our instructional plans specifically as they relate to daily face to face instruction and in regards to our online instruction. Additionally, we have received questions about the IB face to face instruction and the IB online instruction as well. As we finalize the IB face to face and online instructional models, we will communicate directly with students and parents taking an IB course and/or are enrolled in the IB DP diploma program.

If you have any questions please contact me by calling 517-263-2181 or by email at [mperez@adrian.k12.mi.us](mailto:mperez@adrian.k12.mi.us). Thank you for making AHS your school of choice and go Maples!

Respectfully,  
Michael Perez  
Principal

