



UTICA CITY SCHOOL DISTRICT

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TO: Building Principals
Assistant Principals
Classroom Teachers
Student Support Service Providers

DATE: March 30, 2020

RE: ***Governor Cuomo Issues Clarification to the 180 Day Waiver and Spring Break***

I am writing to inform you that on the afternoon of Monday, March 30, 2020, Governor Cuomo sent a communication to all school districts mandating that schools provide students with remote learning during Spring Break. He referred to the language in his most recent Executive Order where it states:

“Districts must continue to provide remote instruction for students, meals for students, and child care for essential workers every weekday between April 1, 2020 and April 14, 2020, even if the district is scheduled to be on spring break during that time.”

This is a change to what school districts were told on Friday, March 27th in a communication from Oneida-Herkimer-Madison BOCES for distribution to staff and students of the component school districts that stated instruction would not occur during Spring Break. Therefore, all teachers are required to continue on-line learning each weekday from April 1, 2020 through April 14, 2020.

As such, the District’s Continuity of Learning Plan will remain in effect during the school closure period. The learning materials must be available for student access/use during the scheduled Spring Recess dates. I know this may be upsetting for teachers and students but we appreciate everyone’s patience and understanding during these unprecedented times.

I would also like you to thank teachers for working with their principal to provide additional assignments beyond what was originally requested in order to ensure that students were covered through April 30th.

The directions to principals were amended upon President Trump’s recommendation issued on Sunday, March 29, 2020 extending social distancing to April 30th in the event that the Governor follows suit as we come closer to April 15th and given the information we were beginning to receive as it relates to Spring Break and the 180 day waiver.

Should the closure continue to be extended, we have established the following timeline for teachers and principals to provide work for students. Work packets for students without technology/internet access should be processed in accordance with the dates outlined below.

Deadline for teachers to submit curriculum materials, assignments and directions	Deadline for Principals to prepare student work packets for distribution	Date of distribution	Period of Instruction
Friday, April 24, 2020	Wednesday, April 29, 2020	Thursday, April 30, 2020	May 1, 2020-May 29, 2020
Friday, May 22, 2020	Wednesday, May 27, 2020	Thursday, May 28-2020	June 1, 2020-June 26, 2020

Teachers utilizing the *Google Classroom* platform may issue assignments as needed during the periods of instruction.

As a reminder and as instructed previously, teachers should have contacted any student who has not signed onto the *Google Classroom* to ensure that they have the correct log-in information and/or to confirm that those students who do not have technology/internet are receiving and completing the student work packets.

We will continue to keep you informed of any updated information and/or guidance from the New York State Education Department. Once again, we appreciate your hard work and continued cooperation through this difficult and unprecedented time.

Sincerely,

STEVEN A. FALCHI

Administrative Director of Curriculum and Instruction K-12

C: Joyce Tencza, Director of Human Resources
Michele LaGase, Director of Grants, Contracts and Compliance
Michele Albanese, School Business Official
Edward Simpson, Administrator for Special Education
Alicia Mroz, Administrator for Pre-K and Student Services
Steven Davis, Director of Technology
Mike Ferraro, Foreman