

# Memorandum

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**To:** UHS Homeroom Teachers  
**CC:** Erik Arnold, Asst. Principal  
**From:** Tara Bennett, Principal  
**Date:** 12/1/2009  
**Re:** Daily Schedule Information to Students

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Homeroom Teachers:

**Please read the following to students on Monday, November 30<sup>th</sup> during homeroom:**

Effective today, there is a change to our daily trimester schedule. This decision was made after numerous discussions with our Curriculum and Instruction Leaders, staff, administration and informal discussions with students. Topics of discussion included period rotation, lunch starting time, class length and other concerns. As a result of this discussion, the teaching staff voted to adopt the new schedule that you are receiving today.

Differences in the schedule include the following:

- 1) All periods rotate throughout the day
- 2) The long block is at a consistent time each day (10:31 AM)
- 3) Lunch starting time is later and begins at the same time each day (lunch block begins at 10:31, HOWEVER, the lunch period does not begin until 11:03. Thus, all students report to class first and will then go to their assigned lunch period).
- 4) All classes are 61 minutes, except for the single long block, which is also the lunch block

We hope that you will find this schedule easier to remember and to navigate. Continue on with your *Commitment to Graduate!*

Best wishes.

~Mrs. Bennett