



October 30, 2020

Hello Pine Hollow Middle School Plan B Students and Families,

We are so excited to welcome our Plan B students into the building over the next few weeks! As we prepare for this return, the health and safety of everyone, students and staff, is our number one priority. Everyone, students and staff, will be expected to practice the 3 W's: Wait 6 feet apart, Wear a face covering, and Wash your hands frequently. In order to help ensure everyone is on the same page and clearly understands our expectations and procedures, I ask that parents and students please review this information carefully.

Due to these unique times, school will not “look like” it did pre-COVID. For instance, students will not be able to hug their friends (or their teachers), socializing will be limited due to social distancing, lunch procedures will be very different, and on and on. Pine Hollow staff has worked hard to make our students’ return to the building safe and productive, but it will be very different than before—at least until the pandemic is over.

While the bullet points below will not answer all of your questions and cover every single aspect of the return to the building, hopefully this will answer many/most of them. Please also see the Google Slides presentation on our school website.

MORNING ARRIVAL

- The tardy bell rings at 8:05 this year. Students will remain in their cars or on their bus until the 7:35 bell rings. Parents cannot drop their students off and leave as we’ve done in the past.
- Students who carpool will wait in their car until they pull all the way to the front (along the curb by the building). PH staff will be there to supervise and ensure students maintain social distancing. Students must have their face mask on before exiting their vehicle. Every student will be required to pass a health screen, including temperature check, before entering the building. Any student who does not pass the health screen and/or temperature check will not be able to enter the building and must be taken home immediately.
- Students who ride the bus will be required to wear a mask at all times while on the bus. Students will be required to pass a health screen, including temperature check, before entering the building. For bus riders who do not pass the health screen and/or temperature check, we will contact a parent and they will need to be taken home immediately.
- Everyone (students and staff) must wear a mask.
- Students who wish to eat breakfast should go directly to the cafeteria upon entering the building, pick up their breakfast, and then report directly to their second period class (Core 1). Breakfast will be free for all students. Students will eat their breakfast in the classroom.
- Students who do not wish to get a breakfast will report directly to their second period class (Core 1).
- All students will be given a copy of their schedule when they come to school.
- We will have staff positioned throughout the building to ensure all students, especially our 6th graders, know where to go as they enter the building. We will take care of them!!



AFTERNOON DISMISSAL

- School dismisses at 3:05 this year.
- Students who ride the bus will be dismissed as their bus arrives on campus. We will make announcements over the intercom. Bus riders must know their route number!! It's different from their bus number.
- Walkers will be dismissed at 3:05.
- We will dismiss carpool students in waves in order to maintain social distancing in the hallways. Staff will be in the carpool area to ensure social distancing as students wait for their ride.

LUNCH PROCEDURES/INFORMATION

- Lunch will be free for all students.
- Students will need to know their lunch number (same as the ID number in PowerSchool and on their schedule) as they come through the line. Everything will be pre-packaged and handed directly to the student.
- Students may remove their mask only while they are eating and are not allowed to talk to other students while their mask is removed in order to minimize the spread of droplets in the café.
- The cafeteria is large enough to easily maintain social distancing and seats are marked off so that students know where they are allowed to sit.
- Students may bring a lunch if they do not wish to eat a school lunch.
- School staff will disinfect tables and seats between lunch rotations.

OTHER IMPORTANT INFORMATION

- Students will not use lockers this year. Students may bring a bookbag with them if necessary. Small string bags are encouraged rather than large, bulky bookbags, if at all possible.
- Students who were issued a WCPSS chromebook should bring it with them every day along with the charger.
- Students who were not issued a WCPSS chromebook are encouraged to bring a personal device, if possible, as most of our devices have already been distributed.
- Students will not be allowed to share devices.
- The number of students allowed in the restroom at one time will be limited per district guidelines in order to maintain social distancing.
- Students are encouraged to bring a water bottle as they will not be permitted to drink from the water fountains. Students may, however, refill their water bottles at the water fountain. Water fountains will be cleaned multiple times during the day.
- Every student will be given a pack of five cloth face masks when they come to school the first day.
- All students will be required to wear a mask. Disposable paper masks will be available for students who forget to bring their mask.
- Students will be encouraged to wash their hands frequently throughout the day. Hand sanitizer stations are located in each classroom, the cafeteria, gym and other locations across the campus.
- Custodians will be cleaning bathrooms and water fountains multiple times throughout the day.
- Teachers have been given sanitizer to clean classroom desks, tables, chairs, etc. as needed during the day.
- Classroom instruction will look different than pre-COVID. Plan B teachers are teaching students face-to-face while also teaching those whose cohort is out. Others are teaching Plan B students and students in the Virtual Academy.
- Every student has a "hole" in his/her schedule in the afternoon. That is, they do not have an assigned class. This is because each student has two classes in the afternoon (PE and one elective), but our PE and elective teachers all have three classes. This was done intentionally in order to keep PE and



elective class sizes manageable. All students will report to the cafeteria when they have this hole in their schedule so that they can be supervised. Students will be able to use this time to read, complete assignments, study, etc.

- Many of our classes cannot operate currently like they did pre-COVID. For instance, choral students will not be able to sing while they are in the building. Band students will not be able to play brass or woodwind instruments. PE students will not dress out and they cannot share equipment. Family and Consumer Science students will not be able to do food labs.
- All of our teachers are following district guidelines and procedures to ensure everyone's safety. As WCPSS modifies rules and procedures, we will adjust accordingly.

