

Dear PCS Families,

Welcome to the 2020-2021 school year at Poland Community School. The staff and I are excited to be able to reopen the doors to our school and partner with families to make this a successful year for all.

We recognize that as students transition from summer to the hybrid model of instruction they may have a range of emotions. Many students may be excited to go back to school and look forward to meeting their teacher and seeing friends. Others may feel nervous and need more support and structure as they develop new routines. Many children have a mixture of emotions and this is developmentally appropriate. This year we are happy to have Abby Rines as our new school counselor. Please reach out to Ms. Rines if you feel that your child needs additional support at [arines@rsu16.org](mailto:arines@rsu16.org).

Please read through the information provided below about school procedures. As the year progresses adjustments will be made based on the most up to date information adopted by RSU16 in collaboration with the MDOE and CDC. The staff and I look forward to growing and learning with your children. Please reach out if you have any questions or concerns or need additional support.

Sincerely,

Lisa Burns, Principal

[lburns@rsu16.org](mailto:lburns@rsu16.org)

### School Messenger

Family communication will be sent out via email and Facebook. A biweekly newsletter will be sent out to families on the first and third Thursday of each month. Please make sure that you have updated your information with our Administrative Assistant Sioux Barron at [sbarron@rsu16.org](mailto:sbarron@rsu16.org).

### Daily Self-Assessment

Prior to boarding the bus or drop-off, Parents/Guardians will need to complete a self-screening assessment daily for their child to check for symptoms of COVID-19. Certain responses will require that a child remain home. In this event, Parents/Guardians should contact their child's School Nurse. The nurse at PCS is Louise Robinson at [lrobinson@rsu16.org](mailto:lrobinson@rsu16.org).

### Pre-Screening Tool for Attendance

- Within the past 24 hours have you had a fever (100.4 and above) or used any fever reducing medicine?
- Do you feel sick with any of the most common symptoms (cough, shortness of breath, fever of 100.4 and above), chills, sore throat, new loss of taste or smell?
- Have you been in close contact with a person who has COVID-19?

## Attendance and Absences

### School Office Hours

8:00 – 4:30

### School Hours

K-6 Monday, Tuesday, Thursday, and Friday: 8:30 – 3:15

Wednesdays: Remote Learning Day

Pre-K AM: 8:30 - 11:15 PM: 12:30 - 3:15

Classes begin daily at 8:45

Attendance will be taken in a traditional fashion on student in person days. On remote learning days attendance will be tracked through participation. Please call the office and notify your child's teacher in the event of an absence. If your child will be absent or arriving late, please notify the office by 9 a.m. You can do this by calling 998-4915 extension 0 or sending an email to [lcamire@rsu16.org](mailto:lcamire@rsu16.org).

Parents/Guardians will notify the School Nurse if their child, or anyone in their household, has been confirmed to have COVID-19. As a response to protect the health and safety of our students and staff, areas will be sanitized and CDC guidelines followed to notify all families and employees that have come in contact with and/or have been exposed to the student in the most confidential manner possible.

### Face-Coverings

- All students are required to wear a face covering/mask that covers their nose and mouth when in the presence of others or maintain six (6) feet of distance (about two arm's length) at all times throughout the day. Maintaining three (3) feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements.
- Cloth face coverings should have multiple layers (2 or 3 ply) of cloth.
- Face coverings must be worn when entering or exiting buildings, while traveling in hallways, and generally when moving about the school.

### Arrival and Dismissal Procedure

This year buses will be entering and exiting the bus loop at the front of the building. Students who are being transported will be entering the building through the gym entrance. All vehicles will exit the parking lot by the Poland Community School sign. Procedures and times for arrival and dismissal are subject to change based on the busing schedule.

Arrival:

- **Drop-off time will be at 8:30 a.m. Please do not drop students off before then as we do not have staff to supervise students.**
- **Enter the parking lot on the right hand side of the school closest to the field. Drive behind the building. Please do not pass other cars in line. Remain in your vehicle when transporting your child and drive 5MPH.**
- **Students will be dropped off at the gym doors. Students should exit on the driver side if possible. If not, the child should cross in front of the car, as they would a bus. Staff members will greet and escort students into the building.**

**Dismissal:**

- **Cars may begin lining up at the pick-up spot at 3:00p.m. Dismissal will begin around 3:10.**
- **Enter the parking lot on the right hand side of the school closest to the field. Drive behind the building. Please do not pass other cars in line. Remain in your vehicle when transporting your child and drive 5 MPH.**
- **When you first enter the dismissal area, there will be a staff member standing outside who will enter your number into the Driveline app.**
- **Your child or children carpooling with you will line up and be ready to check out with a staff member to dismiss your party at the gym doors.**

**Hybrid Schedule for Students on the District Plan**

**Cohort A will attend school in the building on Mondays and Tuesdays. Cohort B will attend school in the building on Thursdays and Fridays. Wednesday all students will be remote. On the days when students are not learning in the building they will be taking part in school virtually using the SeeSaw platform. In a week where there is a Monday holiday days will be shifted: Cohort A Tuesday and Wednesday and Cohort B Thursday and Friday in person.**

**Hybrid In-Person School Day Schedule**

**8:30 – 8:45 Arrival Buses and Parent Drop-Off**

**8:45 – 3:15 Student Academic Day**

**3:00-3:15 Dismissal Buses and Parent Pick-Up**

**Students In Cohort In A Hybrid Model:**

**Monday: In-Person Learning At PCS**

**Tuesday: In-Person Learning At PCS**

**Wednesday: Virtual Learning At Home**

**Thursday: Virtual Learning At Home**

**Friday: Virtual Learning At Home**

**Students In Cohort B Hybrid Model:**

**Monday: Virtual Learning At Home**

**Tuesday: Virtual Learning At Home**

**Wednesday: Virtual Learning At Home**

**Thursday: In-Person Learning At PCS**

**Friday: In-Person Learning At PCS**