



Holicong Mission

Holicong Middle School will foster a climate of academic, social, and emotional learning with an emphasis on respectful, responsible, considerate, and healthy behaviors.

- ✓ [Daily Announcements & Weekly Updates](#) – Our “home base” for daily announcements, the weekly updates, and live video updates!
- ✓ [Health & Safety Plan and Hybrid Resources](#) – Our “home base” for Holicong resources and procedures for the 2020-2021 school year!
- ✓ [Holicong Athletics Page](#) – Our “home base” for athletic schedules & announcements![Parent Council Page](#) – Our “home base” for Parent Council presentations, meeting dates and other parent presentations throughout the year.
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WEEK OF OCTOBER 12, 2020

WEEK AHEAD

- ✓ **Monday**
 - Hybrid 1 In-Person
 - Faculty Meeting – Webcam Professional Development
- ✓ **Tuesday** – Hybrid 1 In-Person
- ✓ **Wednesday** – All Students Online
- ✓ **Thursday**
 - Hybrid 2 In-Person
 - Parent Council @ 9:00 am & 6:00 pm
- ✓ **Friday** – Hybrid 2 In-Person

Holicong Community,

Thank you very much for making our first week of the transition to the new schedule a success. In a sense and to make things “easier” to compartmentalize, we have looked at this as a t-chart in terms of “Health & Safety” and “Teaching & Learning.” Our teachers have spent much time working on the second component and based on observances of the “Health & Safety” logistics, we feel that our plans & procedures on the front end are working well even though it might take time to get used to one way stairwells and hallways (thank you 9th graders for understanding and following these processes).

After living this for 2 hybrid sessions, we wanted to clarify attendance the hybrid/virtual procedures and 2 updates for our dismissal process. We are emailing all staff, students, and parents, but please know we announced these at school and will do so again on Monday.

Attendance –We had reports that students are emailing teachers and counselors if they are staying home and/or switching placements from Hybrid to Online. We realize that it may seem easier (and appreciate our students being advocates and communicating) but in terms of attendance, here are the protocols we need to follow:

Hybrid Students - In Person Days

1. If a student should be physically present in the building and staying home, we do need this communication to come from the parents or guardians. Please email our attendance office at holicongattendance@cbsd.org. At the school level, this is the same as if students were in a traditional sense because any time a student is supposed to be here physically, they need an “excuse note.” There are many reasons for this, which primarily fall under liability and safety, but it is also important for our state attendance records and the planning for teachers. If a student is not in school (but even attending online) the initial absence code will be “absent” until we have a communication from parents. The attendance code will be changed to **“VP = Virtual Present”** once we have the communication from the parent/guardian. We do ask for the communication in advance of the absence so we can enter this in advance so teachers are aware and it also ensures us that parents and guardians are aware that the student is at home and has permission.

Online Students - Students all Virtual or Hybrid Students on Virtual Days

1. If a student does not attend class, the student will be marked absent until we receive the communication from parents.
2. **Note** – If a student logs in initially, but leaves the call or does not engage, the teachers will mark the student absent with a comment so parents can see this information and reach out to us as needed.

Changing Option from Hybrid to Virtual

1. For students opting to switch to virtual learning – this request also needs to come from a parent and you can direct this to kshillingford@cbsd.org and mcanelli@cbsd.org as this requires a few different steps and we would need to change things in our system and communicate with staff so they can plan appropriately. We will revisit these each marking period and students can return to the hybrid model.

Dismissal & Grab ‘n Go Lunch – I will save the context behind this for a video update, but our dismissal process worked well the first week, but based on the “speed” that students are getting to busses & pickup, we do have time to stagger the release of the building in a more systematic way (our busses have to leave by 1:30 so we wanted to make sure our students had time to leave class, get a lunch, and get on the bus). We are now staggering the release time by 2 minutes per team (may not seem like much, but time in a school works differently than anywhere else and this is a lot of time in our world). A thanks to our Aramark team because now we will also have a 3rd location for our grab ‘n go lunches (the music stairwell for 8th & 9th grade riders) so they don’t have to go to the bus platform or front of school. These changes may seem minor, but we

are always looking for the best/most efficient way to do things and wanted to communicate this to our community.

Parent Pickup – For those of you new to Holicong...we tried our best to communicate on the front end but it is hard to describe until you see Holicong road at dismissal. One thing we noticed and are encouraging our students to do (and parents if this makes sense) is students are getting in cars at the back of the line which is holding up the traffic on the back. We are asking that when the pickup line/sidewalk clears, parents should pull up as far as possible and students can walk to you. Again, this may seem minor, but it does help tremendously to create space and allow those at the back of the line to pull up and off Holicong road. Again, we realize this may be hard to visualize so we will do our best to wave people up (but please know why we are doing it. Also a reminder – we **DO NOT** want students going across Holicong road or even across our pickup line. We realize this might seem like it will be quicker, but the safety risk is too high. We announce this at school and are asking our parents (and big brothers and sisters at CB East who drive) to help us follow and model these expectations...please just blame it on me!

Thank you for taking the time to read. There will be other updates, but these three were high on the list of importance for our entire community and wanted to provide as much context and rationale for each. We will continue to monitor all aspects of our Health & Safety guidelines as we head into week 2 and 3 and seek feedback from staff, students, and parents. Thank you!

ANNOUNCEMENT & UPDATES

- ✓ HolicongAttendance@cbsd.org – Please note procedure for picking up and/or dropping off students from appointments/lateness. We are trying to limit the number of paper notes and visitors into the office, so please email the attendance email above for any absences or students leaving or coming during the day with the reason. If you need to pick up or drop, you will come to the front door and please just make sure you have your ID/Driver
- ✓ [Daily Schedule & Virtual Learning Expectations](#) –
- ✓ [Technology & Innovation Page](#) – We will keep this link in our updates for the next few weeks as our students & parents are getting accustomed to virtual learning!
- ✓ [Holicong Athletics & Family ID Registration](#) – Please see the communication sent regarding Athletics. There will be a new communication coming from the district athletic supervisor with updates regarding middle and high school sports school sports.

Health & Safety Plan – Holicong Procedures

(These are the videos posted on our [Health & Safety Plan and Hybrid Resources Page](#))

Topic & Video	Time
✓ Review Student Health & Safety Practices – Face Coverings, Washing Hands & Sanitizing, Staying Home When Sick	18:06
✓ Student Arrival Procedures & Holding Areas	15:10
✓ Review Student Traffic Patterns – Between Classes	9:36
✓ Review Cleaning Desks Procedures	2:51
✓ Review Bell Schedules & A/B Rotation	6:29
✓ Review Restroom & Leaving Class Procedures	8:05
✓ Review Bell Schedules & A/B Rotation	6:29
✓ Review Colonial Cores & Behavior Expectations	4:00
✓ Review OneDrive & Canvas Organization	3:55
✓ Review Hybrid vs. Virtual Instruction & Expectations	3:46
✓ Review Dismissal Procedures & Traffic Patterns & Grab & Go Lunch Locations	8:26