



To: PHS Families
From: Marc Talbot, Principal
RE: Return to Learn Plans
Date: March 12, 2021

Dear PHS Families,

Almost one year to the minute, we dismissed students and staff from Pembroke High School for what we thought was a two-week pause of normalcy. Today, 363 days later, I write to outline the steps we are taking to bring all of our students back to 100% in-person learning for the first time since that day. While normalcy may still be a bit further away, this Return to Learn is an important step towards that end. We are eager to have our building bustling with students and staff again.

Please use this document as a resource to answer any questions you may have about our Return to Learn. Over the past several weeks we have held a number of Q&A sessions for both parents and students, and for your convenience, I have also uploaded a 19-minute recording of that presentation, [which you can access here](#). If you are so inclined, you can view this video, as it encapsulates everything that is covered in this document.

This document (and the informational video) have been created with the intention of answering all of your questions, but as you review our Return to Learn plans, please do not hesitate to reach out if I can answer any additional questions you may have.

THE PHASES OF OUR RETURN TO LEARN PLAN:

- For now, our Return to Learn plan will have students returning to “in-person” learning four days a week (Tuesday-Friday). We are maintaining our Remote Monday schedule in the short term. Eventually, Remote Mondays will be phased out, and we will return to a 5-day “in-person” school week, but for now, our current 4-day week remains. As I learn of that date, I will be sure to communicate it.

- Students in grades 11 and 12 return to 100% in-person learning on Tuesday, March 16.
- Students in grades 9 and 10 return to 100% in-person learning on Tuesday, March 30

WHAT WILL NOT BE CHANGING: Many of our operational procedures will be staying the same. We have had a great deal of success with them and look forward to continuing to do so.

- Our school day will still be 7:30 a.m. – 2:20 p.m.
- Our morning drop-off procedures will remain the same. It will be very important, with our increased traffic, for parents to pull all the way up in the drop-off zone so we can fit as many cars in as possible. Please [click here to watch](#) a brief video module of how the drop-off process should work.
- Our morning gathering locations (7:00-7:20 a.m.) will stay the same. Desks/seats in these areas will remain 6-feet apart.
 - Freshmen – cafeteria
 - Sophomores – auditorium
 - Juniors – Gymnasium
 - Seniors – Library
- All of our one and two-way hallway directional traffic patterns will stay the same.
- Our students will be still be grouped in the same grade-level hallways to minimize travel.
- All of our students’ schedules will remain the same...same courses, same teachers, and overwhelmingly the same classrooms. There are six total, individual classes needed to be relocated to a larger room to accommodate enrollment.
- Cohort D, our 100% remote learners, will be allowed to stay in Cohort D. Those students are not factored into our Return to Learn plans. Any student wishing to request a change from Cohort D to in-person learning can do so at the end of Term 3 (communication will come from the superintendent). However, requests can only be accommodated if we have to room to do so.
- Our “At-Home Support Schedule” will remain in place. This is to support any students that may be quarantining.
- In the short-term, Remote Mondays will remain intact. Our Return to Learn plans, for now, involve one day of remote learning for all students and then four days of “in-person” learning (Tues.-Fri).
- All of our remaining safety/cleaning protocols remain in place, including our COVID-19 waiting room in the nurse’s office.

WHAT WILL BE CHANGING: While the number of things that are changing is relatively small, they are important.

- Desk spacing - For the first time all year, desks in most (but not all) of our classrooms will be closer than 6-feet apart. As of this writing, the breakdown is seen in the table below. Please note that these numbers are subject to change.

Student Desk Totals	
4.5-feet	13 Rooms
5-feet	29 Rooms
6-feet	10 Rooms

- To view the desk-spacing in classes on a teacher-by-teacher basis, [please click here](#). Again, these numbers are current as of this writing but are subject to change if enrollment changes. Also note that some rooms are on this linked sheet more than once, as they are being used by more than one teacher to accommodate larger classes.
- Close contacts – Because our student desks are now less than 6-feet apart in most rooms, there is a potential for an increase in the number of close contacts traced back to the school.
 - Prior to this point, our desks were all at 6-feet, so there were no close contacts during the school day.
 - The “At-Home Support Schedule” is available for students that do quarantine for whatever reason.
 - Please [click here to watch](#) a brief video explaining how close contacts will be determined in school.
- Lunches – As noted earlier, students will still be distanced at 6-feet when eating lunch. Currently, our cafeteria has 110 desks, each 6-feet apart. To accommodate our largest lunch when all of our students in grades 9-12 return, we will need to seat 192 students. To do so, we will be using our auditorium, gymnasium, and gymnasium lobby in addition to the cafeteria. This will allow us to seat 90 additional students, putting us over our expected largest lunch.
- Bell Schedule – We did have to make a few changes to our bell schedule, a copy of which [can be found by clicking here](#). The changes to that schedule are explained below:
 - The use of this schedule will begin on Tuesday, March 16. Our students know this and have a copy for themselves.
 - Because we are no longer in a Hybrid Learning Model, we no longer need a Morning Advisory, either “in-person” or remote. Students in Cohorts A and B in grades 9 and 10 will no longer need to “check-in” during the Morning Advisory period. For their remaining “at-home” days, they will only need to check in during their two subject-based mandatory check-ins.
 - Periods 3 and 5 have been flipped in the rotation. In order to use the gymnasium and the auditorium during the lunch block, those areas needed to

be unused during lunch. Both of those areas have classes in them throughout the day, but P3 did provide us with the needed flexibility to host lunches.

- We have moved Titan Time to the end of the day. In doing so, we hope to provide an opportunity for a Senior Privilege for our Senior Class. Usually, students are allowed to arrive at school late or leave school early if their study hall met during first or last block, respectively. This year, we were not able to offer that privilege because our schedule did not rotate. We hope to carve out norms and expectations for a Senior Privilege that allows our seniors, in certain and well-defined circumstances, to leave early during Titan Time. More details on this to follow.
- Finally, you will note that this new schedule allows us to create an alternating Blue Day and Red Day schedule, with the Red Day inverting the order of our periods to create some semblance of a changing daily schedule. Our students and staff have been loud and clear about wanting to break up the monotony of a static 7-period schedule, and beginning Tuesday, March 30, when we have all students in all grades back with us, we will start rotating our schedule based on the Blue Day and Red Day Schedules below:

BLUE DAY	RED DAY
1	7
2	6
5	5
4	4
3	3
6	2
7	1
TT	TT

I hope that you found this document helpful and that you join us in our excitement for our Return to Learn. It is been a long, trying 12 months for so many reasons, and on behalf of the entire Pembroke High School staff, I thank you for your hard work with our students while they have been at home and for your support of what we have been doing while they have been with us here in school.

Please do not hesitate to reach out with any questions or concerns.

Regards,

Marc Talbot, principal