



Madison Elementary School Daily Procedures
In – Person Instructional Model
2020 – 2021

Student Daily Health Screener

The school will provide parents/guardians with a health screener developed by the Lenawee County Health Department. Parent/guardian will conduct the student health screener daily prior to their child boarding the school bus or arriving at school.

Important Times

8:20 a.m. Elementary Doors Open

8:25 a.m. Classrooms open

Lunch will be served at the following times:

11:00 a.m. Young 5s/Kindergarten

11:30 a.m. 3rd grade/4th grade

12:20 p.m. 1st grade/2nd grade/5th grade

3:30 p.m. End of Day Dismissal

3:40 p.m. Busses depart for home

Masks

Students PK-5 must wear masks unless they are in their classroom. Students and staff must wear masks in any common areas.



Please note that a face shield cannot be used in place of a mask.

Bussing

All students will be required to wear a mask and use hand sanitizer before boarding the bus. Busses will be boarded in a strategic manner and families will be required to sit together.



Entering/Exiting School Building

All students and staff will use hand sanitizer upon entering the building. Students will enter the building at an entrance close to their grade level classroom. There will be signs posted at each designated entrance. Please refer below:

Young 5s/Kindergarten – Enter at far left entrance of the elementary gymnasium

1st grade/2nd grade – Enter at Commons

3rd/4th grade – Enter at main elementary entrance

5th grade – Enter at east end of building along Treat Hwy. (Doors where students exit for the bus at the end of the day)

Students will exit the building at the end of the school day from where they entered.

Morning and Afternoon Drop-Off/Pick-up Plan will be communicated to you prior to the start of school.

Breakfast

Breakfast will be delivered to classrooms each morning. Students will eat breakfast in classrooms once they arrive at school.

Lockers

Students will have access to lockers. They will be able to place their personal belongings in an assigned locker.

Cleaning/Disinfecting

Students will be assigned a seat for each class. Students will be asked to grab a cleaning wipe and clean their assigned area every 4 hours. All classrooms will also be supplied with hand sanitizer for students and staff to use upon entering the room.

Bathroom Use

Classrooms will take designated bathroom breaks throughout the day. There will be a limit as to the number of students that can be in a bathroom at a time. That number will be posted on the door of the bathroom as the size of all the bathrooms are not the same. Students must wash their hands before exiting the bathroom.

Lunch

In order to comply with state guidelines and allow for physical distancing, elementary school students will eat lunch in their classrooms. Lunch will be delivered to classrooms each day. Due to this, there will be **no** snack



bar. Students may bring their own lunch and snacks, but please be sensitive to any food allergies your child's teacher communicates.

Drinking Fountains

Students are encouraged to bring their own water bottle (labeled with their name) and use the filling stations to refill them as needed throughout the day. Students will not be able to use the drinking fountains at this time due to the safety guidelines.

Student Electronic Devices

Madison School District is transitioning to a 1 to 1 school. Each student will be assigned an electronic device (i.e. grades Y5-1st - iPads, 2nd /3rd - Chromebooks, and 4th/5th - laptops) and charger on the first day of school. During Phase 4 of the instructional roadmap, students in grades Y5 – 2nd will leave their electronic devices at school. Students in grades 3-5 may bring their electronic device to and from school. Students in grades 3-5 should use their device for any homework and charge before returning to school the next day.

Social – Emotional

Madison Elementary School will provide the same Social Emotional Learning opportunities this year, including a social-emotional screener, a yearlong curriculum, and several additional layers of support when needed.

Students and families will have access to our school counselor daily during school hours. In addition, a student and their family can call and/or email Mrs. Tracey Brackelman to schedule a meeting (tracey.brackelman@madisonk12.us or 517-263-0744 ext. 525). This meeting could be virtual with the family or in-person with just the student.

Madison School District is continuing their partnership with the Family Medical Center to provide additional supports to our students.

Madison Elementary School is continuing their partnership with the Lenawee County Community of Mental Health Department to provide additional supports to our students.

Fall Testing

The FASTBridge assessments will be administered to all students in the fall, whether they are a virtual learner or an in-person learner. Students will be tested in the areas of reading and mathematics. The administration of these tests will be staggered in order to avoid students completing multiple tests in one day. Testing will start approximately the second or third week of school. Instruction on how to log in and complete the assessment will be communicated soon.

Specials – Physical Education, Music, Art, and Technology

All students will attend Physical Education, Music, Art, and Technology. They will go to the same specials teacher for one week at a time. Your child's classroom teacher will communicate the special your child will be attending each week.



Physical education will hold class outside as much as possible, weather permitting.

