



Madison Middle 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.

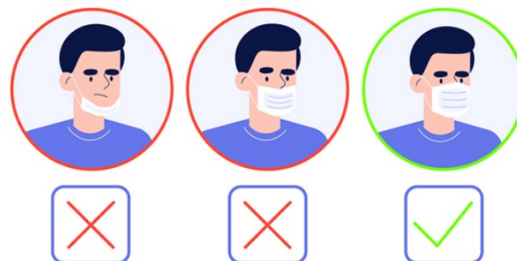
Important Times

7:30 – 7:45 am	Breakfast
7:50 am	1 st hour class begins
10:58 – 11:26 am	Lunch is served
2:40 pm	End of day dismissal
2:47 pm	Busses depart for home

Masks

Masks are always required to be worn, except while eating, and must cover both the nose and mouth. When possible, teachers will conduct class outdoors to offer students a break from wearing their mask. Masks with prints or images must meet dress code requirements.

“Students shall not wear distracting and/or inappropriate clothing, such as shirts with inappropriate wording, obscene or vulgar language or imagery; alcohol or tobacco logos; and pictures depicting alcohol, tobacco, or drug use, clothing that represents gang affiliation, or clothing that is a threat to a student’s health and safety, etc.”



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 School Building

All students and staff will use hand sanitizer upon entering the building. Students entering the building will report to the gymnasium.

Before School

Students entering the building will report to the gymnasium. Areas in the gymnasium will be identified for students to sit or stand in order to physically distance themselves properly. Students will remain in the gym until dismissed to attend their first hour class. Students will be dismissed by cohorts in a staggered manner to walk directly to their first hour class.

Breakfast

Students that wish to eat breakfast at school will be strategically dismissed from the gym to the cafeteria at 7:30 a.m. Students will then proceed to their assigned areas to eat breakfast. Areas in the cafeteria and behind the MS bleachers will be identified for students to sit in order to physically distance themselves properly. Students in the cafeteria and gym will remain there until dismissed to walk directly to their first hour class.

Passing Time

In order to maximize safety and instructional time, students will not have access to their lockers and will take their backpacks with them to class. When the weather dictates the necessity for cold weather gear, then students will be assigned lockers by their cohort to utilize during pre-determined staggered times. Hallways will be marked to show the traffic flow pattern when transitioning in the hallway. Students will travel with their cohort accompanied by a staff member from class to class.

Cleaning/Disinfecting

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

Bathroom Use

Bathroom passes will be given by the classroom teacher when appropriate. 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

Lunch will still be served from 10:58 – 11:26 am. In order to comply with state guidelines and allow for physical distancing, middle school students will be getting their lunch in the cafeteria and then walk to their assigned location to eat lunch. Students will either eat in the back half of the cafeteria, the main room of the cafeteria, the PAC lobby, the elementary café, behind the middle school gymnasium bleachers, as well as several classrooms in order to stay within the guidelines. The room that students eat in will be determined by their cohort. Areas in the cafeteria and behind the MS bleachers will be identified for students to sit in order to physically distance themselves properly. Cafeteria tables will be limited to no more than 4 students per table. Round tables will allow for the seating of two students. ****Reminder that the cafeteria will only be serving lunch. There will be no snack bar until further notice.**

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.

After School

Students will be dismissed at staggered times via a PA announcement. At this time the CAP program has been suspended until further notice. All students must leave the building at the end of the day. Students that have after school athletic practices must report directly to practice. No students will be permitted to congregate and wait in the building once the school day has concluded. Please plan and make appropriate transportation arrangements.

Student Laptops

Madison School District is transitioning to a 1 to 1 school. Each student will be assigned a laptop and charger on the first day of school. The student is responsible for this device. The student will bring the laptop to school fully charged and take it with them to each class. At the conclusion of the school day the student will safely take the laptop home, use it for homework and plug it in to charge before returning to school the next day. Students will return with the fully charged laptop to school the following day to access Canvas and their daily assignments.

Social – Emotional

A social – emotional screener will be administered routinely to all students to assess their concerns and/or challenges they are dealing with.

In-person learners will be receiving Social Emotional Learning (SEL) lessons weekly through our STARS course. This will occur on Tuesday's prior to third hour.

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. Karla Fisher to set up a meeting before or after school (Karla.Fisher@madsionk12.us or 517-263-0741 ext. 225). 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.

Fall Testing

The NWEA test 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, Mathematics, and Science. 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 sent to a student's email and posted in the classroom as well.

Band, Orchestra, Physical Education, and Choir

Band, Choir, and Physical Education classes will hold class outside as much as possible, weather permitting. When inside, Band will integrate music appreciation, sight reading exercises and music theory as a part of their curriculum.

Band and Orchestra students will keep their instruments in the classroom daily and take them home on Fridays to practice.

Physical Education students will be able to change in the locker room. Physical Education classes will be held outside weather permitting.