

2020-21 MHS ReStart Guide for Families

PLEASE NOTE: ALL PLANS ARE SUBJECT TO CHANGE DEPENDING ON GUIDANCE FROM STATE AND LOCAL AGENCIES

[ReStart Madeira](#) - Link to district information

Our Mission:

- Care and well-being of students and staff is of utmost importance
- Prioritizing student learning and social-emotional health
- Ensuring effective teaching and learning
- Operating efficiently, effectively, and responsibly

We are all in this together!

We are Madeira Strong!

Beginning of the Year Calendar Items

1. **Online Packet Pick-up & Schedules** - Back-to-School packets, which contain forms and information traditionally available for pick-up before the start of school, will be online this year. Please access the electronic packet, supply lists, and other information under the “forms” link on the high school website. There are a limited amount of printed packets available for pick-up in the main office for those that cannot print from home. Schedules were mailed on August 14th. If a student did not receive a schedule, they should contact their counselor. Please visit the counseling webpage on the high school website for the list of counselors and contact information.
2. **Remote Learner Chromebook Pick-up** - Students that selected Remote Learning for the 1st semester can pick-up Chromebooks and additional items for individual classes starting on Thursday, August 20th from 8:00AM - 2:30PM. Teachers will be contacting students via school email if there are materials to be picked-up. Students should come to the main office to get the materials.

3. **Postsecondary Planning Nights** - The Madeira counseling department will share their annual 11th and 12th grade postsecondary planning presentation and host a virtual Q&A with students and families on **Thursday, August 20th**. The information presented at these meetings is designed to assist families navigating the junior and senior years of high school as they prepare students for college and careers after high school. Parents should reserve the time **between 6:30PM-8:00PM** for online time with counselors. Please look for more information via email prior to this event.

4. **Teacher Inservice Days** - August 14th & 17th - 21st are our scheduled Teacher In-Service Days. Our entire staff is embarking on a start to a school year like we have never had before. Teachers are busy planning, learning, meeting, and collaborating, therefore the building will be closed during these days to students and families; however, the main office is open and able to assist you with whatever needs or questions you may have.

5. **Back-to-School Night** - Our traditional back-to-school night will be a virtual event this year. The Madeira High School Back-to-School Night is **Wednesday, August 26th from 7:00PM-8:30PM**. Teachers will meet with parents and families via Zoom! Student schedules, along with instruction to participate in this event, will be mailed on Friday, August 21st. Parents and families will join each teacher's Zoom session during the designated class period on the student's schedule. The bell schedule will be as follows:

1st Period Class	7:00-7:10
2nd Period Class	7:13-7:23
3rd Period Class	7:26-7:36
4th Period Class	7:39-7:49
5th Period Class	7:51-8:01
6th Period Class	8:04-8:14
7th Period Class	8:17-8:27

We will also be emailing event instructions and Zoom links, but parents will need to follow their student's schedule that will be mailed home prior to the event. We look forward to connecting with our students and families very soon!

6. **Picture Days** - Lifetouch Photography will be taking school pictures on **August 25th for students A-K and August 26th for students L-Z**. Our remote students may report to the main office of the school between 1:30-2:30PM on either day to have a school picture taken. The back-to-school packet, mentioned above, has more information with regards to ordering pictures.

7. **Chromebooks** - Some students and families may have missed our return days this past June and kept Chromebooks over the summer. For those that have a device at home, please be sure to bring it fully charged on the first day of school!

Morning Well-Checks

We are relying on a parent/guardian of every student to perform a well-check each morning before reporting to school each day. If your student has any of the following symptoms, he/she needs to stay home and follow our district guidelines for a return to school.

1. Temperature 100° or higher
2. Shortness of breath or difficulty breathing
3. Chills
4. Coughing
5. Sore throat
6. Loss of taste or smell
7. Muscle pain
8. Nausea or diarrhea
9. Vomiting
10. Congestion or runny nose
11. Feeling tired/fatigue and poor appetite
12. Headache

Students participating in-person, will complete a quick survey every morning at the start of the school day with the following questions:

1. Did you perform a well-check this morning which included taking your temperature? Yes or No?
2. Was your temperature below 100°? Yes or No?

Any student that answers No to question 1 or Yes to question 2, will be checked by the school nurse. We will also perform random temperature checks throughout the day.

Remote Learning/Teaching

At any point a student, class, building, or district could be required to shift to remote or hybrid learning. It is important that when we are in a remote learning environment, that we are on time and accessing the necessary materials and information that is being posted. Teachers will utilize Schoology for both in-person and remote learners. Homework and classwork will be Schoology

along with additional resources, materials, and Zoom links. We hope that by utilizing Schoology as a central location for information for classes, this will assist families and students to organize more effectively. Remote learning will be a blend of synchronous and asynchronous models for instruction. Teachers are working together to plan a rigorous and challenging curriculum with the presence to understand that a student on Zoom links for an entire school day could be a challenge for many. By blending the two models, students will be able to work both collaboratively along with classes as well as participate in independent work. **Remote learners will be required to follow the designated MHS class schedule daily and check into each scheduled class for mandatory attendance.** Although we are embarking on this model of teaching remote and in-person learners simultaneously for the first time and things could shift along the way a few things that we do know at this time:

- Remote learners will not be connecting or Zooming for lunch periods, study halls, or other breaks or transitions.
- Zooms will be live streaming and not recorded sessions.
- Video focus will be on instruction and the teacher, not the entire class.
- Students will have the opportunity to be involved in class discussions and ask questions.
- Remote learners are expected to check school email accounts and Schoology daily.
- Remote students will follow their schedules as provided and in accordance with scheduling expectations outlined in the 2020-21 Course Planner.
- Elective classes are not optional, however more independent type projects may be assigned in classes involving visual and performing arts, physical health and wellness, or science and food labs. Remote learners will still need to Zoom in daily for attendance and a check-in with the teacher.
- State attendance policies apply for daily class attendance.
- All provisions, expectations, and rules outlined in the Acceptable Use Policy, Student Handbook, and Student Code of Conduct apply to remote learners.
- Remote learning takes place during the scheduled class period for the individual student. We do not have separate scheduled office hours for teachers, but can accommodate extra help upon request.

When teachers meet with remote students on August 24th, they will provide more information on specific course requirements and daily expectations for remote learning.

The First Three Days - Transition Days

This staggered start to the school year is designed to ease smaller groups of students into this very different school year and hopefully ease some anxieties. These are early release days and students will be dismissed at 1:00PM.

Day 1: August 24th - Remote Learners Only - Students will receive information from teachers via school email on how to access classes on Zoom. They will also be notified if there are additional materials that need to be picked up for any classes. Students can collect those items in the main office starting this Thursday, August 20th between 8:00AM - 2:30PM.

Day 2: August 25th* - In-Person Learners with last names beginning with A-K attend.

Day 3: August 26st* - In-Person Learners with last names beginning with L-Z attend.

*Remote Learners do not attend.

Throughout the day, teachers will be covering protocols and procedures, safety guidelines, bell schedules, and specific class information. This is also a time for teachers to get to know students, answer any questions they may have, and check-in on how everyone is doing/feeling.

The **MHS Transition Day Bell Schedule for all three days for both remote and in-person students will be:**

1st Period	7:35 - 8:25 (Class, Health Check, Handbooks/Lockers, & Laptops)
2nd Period	8:30 - 9:45 (Class and MHS RESTART Session)
3rd Period	9:50 - 10:15
4th Period	10:20 - 10:45
5th Period	10:50 - 12:00
Lunch A	10:50 - 11:20
Lunch B	11:30 - 12:00
6th Period	12:05 - 12:30
7th Period	12:35 - 1:00

Modified Alternating Block Schedule

Starting on Thursday, August 27th, all MHS students, both remote and in-person, will begin operating on a modified alternating block schedule for all classes. The block schedule was implemented to reduce the number of class transitions throughout the school day. Over a two week period, the number of instructional minutes on a traditional seven period day schedule is the same as this new modified alternating block schedule.

On this new modified block schedule, all students will attend an alternating set of four extended class periods every other day to complete a full cycle of classes. The alternating class days will be identified as Blue Days and Gold Days. Blue Day classes are 1st, 2nd, 4th, and 6th period.

Gold Days classes are 1st, 3rd, 5th, and 7th. First period class is not an extended class period and meets every day to balance a four period day. Teachers will review this schedule with all students in greater detail on the transition days during the Restart MHS time. Our first full day with all students on August 27th will be a **Blue Day**.

BLUE DAY SCHEDULE

Extra Time/Extra Help	7:00 - 7:35 by appointment
1st Period Class	7:35 - 8:30 (Added time for health check)
2nd Period Class	8:35 - 10:15 (Added time for health check)
4th Period Class	10:20 - 12:33
Lunch A	10:15 - 10:45
Lunch B	10:51 - 11:21
Lunch C	11:27 - 11:57
Lunch D	12:03- 12:33
6th Period Class	12:38 - 2:15 (Added time for staggered dismissal)
Dismissal	2:15
Extra Time/Extra Help	2:15 - 2:45 by appointment

GOLD DAY SCHEDULE

Extra Time/Extra Help	7:00 - 7:35 by appointment
1st Period Class	7:35 - 8:30 (Added time for health check)
3rd Period Class	8:35 - 10:15 (Added time for health check)
5th Period Class	10:20 - 12:33
Lunch A	10:15 - 10:45
Lunch B	10:51 - 11:21
Lunch C	11:27 - 11:57
Lunch D	12:03- 12:33
7th Period Class	12:38 - 2:15 (Added time for staggered dismissal)
Dismissal	2:15
Extra Time/Extra Help	2:15 - 2:45 by appointment

Late Arrival/Early Dismissal Options

In an effort to reduce daily capacity in the building during this pandemic, students attending in-person will have a late arrival/early dismissal option dependent on class schedules and available personal transportation. Students with a study hall either 1st, 6th, or 7th period will be given a permission slip on the transition days to be returned on August 27th signed by a parent

to be granted either a late arrival after 1st period everyday, or an early dismissal from 6th or 7th period dependent on a Blue Day or a Gold Day. Students reporting to school on 27th with a signed form for a late arrival may arrive 2nd period. Students and families must provide transportation for these options. If a late arrival or early dismissal student plans to arrive on time or stay until dismissal, he/she must notify the study hall teacher for attendance purposes. Both late arrival/early dismissal are contingent upon good behavior and satisfactory academic progress. Should either decline, the school reserves the right to revoke privileges for any period of time necessary to achieve improvement. Finally, remote students do not need to complete any forms and are not required to check-in for any study hall periods.

MHS Building Safety & Protocols

Our MHS RESTART plans are based on guidelines and recommendations from state and local health agencies. The critical elements of our school safety plan are:

- Having Students and staff stay home if they are ill,
- Avoiding close contact with anyone who may be ill,
- Educating students, staff, and families about when to stay home,
- Promoting importance of hand hygiene,
- Encouraging good respiratory etiquette,
- Requiring universal cloth face coverings,
- Having adequate supplies of PPE and hygiene items,
- Making announcements and posting signs to reinforce everyday measures,
- Conducting frequent cleaning of common surfaces, and
- Closing water fountains for direct drinking access.

As we detail our safety plan below, there are critical items that every high school student should bring daily to be an active participant in the plan. These items are:

- 1. Mask**
- 2. Water bottle**
- 3. Backpack**
- 4. Bottle of hand sanitizer**
- 5. Charged laptop, and**
- 6. Set of earbuds.**

- 1. Masks** - Students and staff are responsible for supplying their own masks. We will not be supplying masks at the building level, however we will keep extra disposable masks on hand. Every student and staff member is expected to wear a mask while in the building. Masks may be removed outdoors at a safe distance of six feet. Masks can break or

become dirty throughout the day and a student may wish to change his/her mask. It is recommended that students keep an extra mask in their backpacks each day. It is a good idea to keep masks in a separate ziplock bag to separate them from other items in backpacks. Reusable masks should be washed each evening and not worn for more than one day. Masks should not distract others and be compliant with dress code rules. Masks with lights or that require batteries for any reason, will not be permitted. Neck gaiters are an acceptable option. A mask or neck gaiter should be fabric and will need to cover the entire nose and mouth area, extending to the chin.

2. **Class Change** - Students will be changing classes throughout the day. We have designed a block schedule to reduce the number of transitions throughout a given day. We have also established directional traffic flow on the left and right sides of the hallways to reduce possible contact and promote social distancing. MHS staff will be present to supervise class changes to make sure students are moving quickly into the next class.
3. **Lockers and Backpacks** - Students will be permitted to use backpacks to carry all school related materials throughout the day. This will allow us to maximize space for social distancing in hallways and reduce risk with contact surfaces. Lockers will only be used to store lunches, coats, and athletic gear that fits. At the conclusion of each day, students will be reminded to empty their lockers. This will allow for an easy transition to remote learning if necessary.
4. **Sanitizing/Disinfecting Stations** - Each classroom has been equipped with a sanitizing station, which contains hand sanitizer, disinfectant spray, and towelettes. Students will need to sanitize their hands upon entry and re-entry of all classrooms. At the conclusion of every class period, teachers will spray each desk with disinfectant, and the next set of students entering will wipe down their own space with a towelette as they take their assigned seats. Supplies that students share will be limited to only items that can be properly cleaned in between student use. The building will be cleaned throughout the day and will follow a cleaning schedule to properly disinfect at the conclusion of a school day.
5. **Classroom Arrangements** -- Each classroom will look different. We have worked to reduce furniture and items in classrooms in order to properly space students at a minimum of a 3ft apart. Plexiglass dividers are utilized whenever students are facing one another and at a distance less than 6 feet. Teachers are encouraged to take classes outside as much as possible throughout the school day.
6. **Restrooms** - All restrooms will be open throughout the day with the exception of when they are being cleaned. Signage has been added to keep the number of students at a minimum and to promote handwashing reminders. Students are permitted to use the

restroom whenever necessary throughout the school day with permission from their classroom teachers and between class changes.

7. **Drinking Fountains & Water Bottles** - Water fountains will be unavailable to start the school year. The no touch water bottle fillers will be available for students to fill their water bottles throughout the day. Students will need to bring a filled water bottle each day to school. Please mark your student's water bottle with their names. Unmarked water bottles will be disposed of. There will be bottled water available through the cafeteria in the event a student forgets to bring his/hers.
8. **Signage** - Signage has been added throughout the building with safety reminders and procedural guidelines. These signs were developed by using the district and CDC guidelines.

Lunch

The high school added lunch blocks to reduce capacity in each lunch to allow students to eat lunch in the cafeteria with appropriate social distancing. Students will use a Google form first thing each morning to order a school lunch if they did not pack a lunch. To start the year, there will not be any la carte items to purchase. Students will be able to purchase bottled water from the cafeteria at specific times during the day in the event a student forgets their water bottle.

Other important lunch notices:

- The cafeteria will not be taking cash for lunch payments, only checks and online payments.
- All purchased lunches will be full plate lunches and there will be no a-la-carte items available for purchase.
- Microwaves will not be available for student use during lunch.

Meals for Remote Learners

Meals will be available for pick up by parents for all remote learners who are registered for them.

- Meals are provided free for students approved for free meals, and cost .40 for students who are approved for reduced prices and full price for others,
- A day and time for pick up will be provided when parents contact us to register for meals

If you are interested in ordering these meals, you must register your student(s) once by calling 576-2290. A day and time will be provided when registering for meals.

Morning Procedures

The building will be open at 7:00AM. Students should enter through the front door or the side entrance nearest the auditorium. Students should head straight to their lockers to put away their lunches, coats, and any personal items that they brought for the day. They should shut their locker and head straight to their first period class. Upon arriving in their first period class, students will open their Chromebooks, access Schoology, and complete the daily health check and lunch form.

Attendance

All students, remote and in-person, should be on time and be in their classes or scheduled Zoom for daily and period attendance. For remote learners entering classes late, the teacher will notify the office of the tardy. In the event that a student is absent, parents of remote and in-person students should follow the policy of calling their student in to the office to report the absence.

Dismissal

With a higher number of parents transporting students this year and less students using district transportation, we will be dismissing bus riders from the building first before drivers and those being picked up. This will allow the buses to leave on time, complete routes, and be cleaned before reporting to MMS. Shortly after the buses leave, we will dismiss students being picked up and driving.

Closed Campus

To reduce exposure and reduce risk for students and staff and secure the school's ability to contact trace during this pandemic, students will not be permitted to leave and return to campus on the same day, unless for appointment or meeting that is confirmed by a parent.

The Front Office - Visitors & Meetings

As we start the school year, we will not be allowing visitors into the building. In an effort to reduce traffic and contact within the office area, families dropping off items can place those items on a drop off table located in the front entryway. Items should be placed in a disposable bag and labeled with the student's name. Staff will be sure to get those items to the student. We will also hold meetings with parents virtually whenever possible. If a meeting requires a group to be

in-person, we will seek options to appropriately space everyone attending. All visitors in the office will need to wear a mask and perform a well-check prior to entering the building.

Field Trips

As highlighted in our district plan, we will not have field trips or visitors in buildings to start the school year. Our teams will continue to seek opportunities to re-create or reschedule these experiences.

Parent/Teacher Conference Nights

Parent/Teacher Conferences Nights will be held on the following dates:

October 22nd - 3:30PM-7:30PM

October 26th - 3:30PM-7:30PM

November 5th - 3:30PM-7:30PM

February 9th - 3:30PM-7:30PM

*The format of these conferences will be determined closer to the scheduled dates.

Tips for Families When Remote Learning

- **Make space for learning.** Students will achieve their best work in a quiet, comfortable, and dedicated space devoted to learning. Ideally, this will be a different space from where they normally play games or watch television. Students should be prepared with all of their school supplies on hand as they would in a classroom environment.
- **Reduce distractions.** Where possible, reduce distractions when your child is completing schoolwork. This includes noise as well as visual noise or clutter. A designated workspace that is comfortable for your child will be helpful.
- **Take regular digital recesses.** Make sure your student takes plenty of breaks from computers in order to get time away from screens. Set alarms similar to those students would encounter at school and encourage them to get up, get some fresh air, have a snack and participate in physical activities.
- **Plan your work and work your plan.** Good planning can relieve stress for both students and parents. Check-in with your student about their plans and help them develop a written schedule not only for the day, but for the week. Help them prioritize and learn to create goals, tasks, and deadlines, just like adults do when they go to work.
- **Set clear expectations.** Parents should build time into their remote work day to assist with their students' learning and schedule other activities they know their student will be

able to do independently. Consider scheduling “office hours” when you’re available for school-related questions.

- **Ask for help.** Remember that you’re not alone in this journey. For families working with multi-aged children, take a team approach and ask older siblings to help support younger students. Don’t hesitate to ask your student’s teacher for tips and guidance. Additionally, reach out to other parents to see what they’ve found effective.
- **Show empathy.** Allow yourself, your student, and their teachers some latitude and grace during these unprecedented times. Understand you are not going to have all the answers and this transition is not going to be perfect. Acknowledge this is not an ideal situation for anyone and give yourself permission to be flexible.
- **Encourage reading.** When in doubt, have your student read. When you have time, read with them. For younger readers, consider using audiobooks. If you can’t do anything else, have your student read!