
2020-21 MMS 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!

Beginning of the Year Calendar Items

1. **Online Packet Pick-up & Schedules** - We will not hold the traditional Packet Pick-up day this year. Instead grade level folders will be posted to our MMS webpage August 1st containing all of the necessary forms and information. Schedules will be mailed to students. Hard copies available for pick-up in the front lobby for those families who may need them.
2. **Remote Learner Chromebook Pick-up** - Students who have selected Remote Learning for the 1st semester will pick-up chromebooks, schedules, and additional items for individual classes on August 19th. Pick-up times will be from 8:30-10:00 and 1:00-2:30. Students should come to the cafeteria door. If a school supply kit was ordered, these can be picked up at this time as well.
3. **5th Grade Open Building** - In order to make our new MMS students feel more at ease, we will have an Open Building on August 13th with four block times, organized by alpha from 8:30-2:30. Students will be able to walk the building, try their locker combination (no decorating) and pick-up their chromebooks.

8:30-9:30 - A-F
10:00-11:00 - G-L
12:00-1:00 - M-O
1:30-2:30 - P-Z

4. **School Supply Kit Pick-up** - MMS PTO will set-up outside of the cafeteria on August 13th from 8:30-11:00 & 12:00-2:30 for families to drive up and pick-up their school supply kits that were ordered over the summer. If they can not pick these up on this day, we will get them to students on their transition day.
5. **New Student Welcome** - New Students to the District - August 17th from 3:00-4:00pm (Via Zoom) -
6. **Teacher Inservice Days** - August 14 & 17-21st 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.
7. **Virtual Back to School Nights** - We will hold our traditional back to school nights, but virtually this year. Each grade level team will have an hour block, the first 30 minutes being for our families of in-person students and the second 30 minutes for our families of remote learners.

September 1, 5:00-5:30 - 5th Grade In-person
September 1, 5:30-6:00 - 5th Grade Remote
September 1, 5:30-6:00 - 6th Grade In-person
September 1, 6:00-6:30 - 6th Grade Remote
September 2, 5:00-5:30 - 7th Grade In-person
September 2, 5:30-6:00 - 7th Grade Remote
September 2, 5:30-6:00 - 8th Grade In-person
September 2, 6:00-6:30 - 8th Grade Remote

8. **Picture Day** - Picture Day is September 10th for all students. We will send a link to order online and paper packets will be available for students upon request. Lifetouch will have hours from 3:30-5:00 for our remote learners. Families can enter through the cafeteria entrance. If a student needs an earlier time, please call and set this up with the office.

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 on the calendar along with additional resources, materials, and zoom links. We hope 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 a synchronous and asynchronous model 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 follow a daily schedule and checking into each scheduled class will be required. 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 connected or zooming into lunch periods, breaks, transitions, or recess times.
- 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 opportunities to be involved in class discussions and questions
- Remote learning takes place during the scheduled class period for the individual student, we do not have separate scheduled office hours for teachers
- Encore classes are not optional, however more independent type projects will be in place for PE, Fitness and Wellness classes. We will not be zooming into these classes on a daily basis. Your teachers will provide more information on what this will look like for their individual classes.

Morning Well-Checks

It is the responsibility of every student and staff member to perform a well-check prior to coming into the building each day. If any you have any of the following, you need to stay home and follow our district guidelines for when to return:

1. Temperature 100° or higher

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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.

8th Grade Early Start

All of our 8th graders will begin their school day at 7:35, whether signed up for Writing Workshop or a World Language. The high school teachers will be teaching these courses at MMS this year. Bus transportation will be with high school students. All 8th graders will have an option to have a study hall or early dismissal at 2:25. The early dismissal option is only for students that will have transportation or are walking home from school. Students can not leave school grounds and then come back to get on a bus for transportation home. Students will be provided a form that they will need to select which option they choose, which will then be what they will follow for the 1st quarter. This form will require a parent signature and an opportunity will come at the end of the first quarter to make any necessary changes. Please note there will be no early dismissal during the transition days.

A.M. Drop-Off & P.M. Pick-Up Procedures

With high numbers of parents transporting students this year, we are asking that families stagger drop-off times. With limited locker usage and supervision throughout the halls for efficient transition into a student's first class we will be able to move students into classrooms more quickly. Please follow the time listed below that corresponds with the last name of the family that is driving. Please be patient as we monitor drop-off/pick-up and adjust times as needed. In addition we are re-routing our parent drop-off. The Miami Ave. entrance will be an EXIT ONLY. Cars should enter from Naomi & Marvin Ave. and follow the car line along Sellman Park and into the parent drop-off/pick-up circle in the opposite direction. Cars will then exit onto Miami Ave.

A.M. Drop-off

7:45-7:50 A-G

7:50-7:55 H-O

7:55-8:00 P-Z

P.M. Pick-up - dismissal from building will begin at 2:50

2:50 All Remaining 8th Graders

2:55 Parent Pick-up A-G & Bus Riders

3:00 Parent Pick-up H-O & Walkers

3:05 Parent Pick-up P-Z

MMS 8th graders who have indicated that they do not need bus transportation, families should follow the same route above. The parent drop-off doors will be open beginning at 7:20 for these students. Families who have both an 8th grader and a younger sibling who are not utilizing bus transportation have the option to drop the younger sibling off with their 8th grader. This option is only for our families who have indicated that they will be transporting their students that have both an 8th grader and a student in grades 5-7. Students in grades 5-7 will need to head straight into the cafeteria, sign-in and wait to be dismissed at 7:45. In order to make this accommodation, it is important that we be able to maintain appropriate social distancing in this space, which is why we can not offer this option to all of our families.

First Three Day Transition Days - What will these look like?

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 exit the building at 1:30.

August 24th - Remote Learners Only - Students & Families will receive information when they pick-up chromebooks and schedules on August 19th on how to access the remote learner transition day. This transition day begins at 8:00 (grades 5-7) & 7:35 (grade 8). Directions and links will be provided during this meeting for the remaining portion of the transition day.

August 25th - A-K In-Person Learners Only (8th grade will begin at 7:35)

August 26st - L-Z In-Person Learners Only (8th grade will begin at 7:35)

August 27th - 1st Full Day

August 28th - 2nd Full Day

Throughout the day, teams will be covering processes and procedures, safety guidelines, schedules, and specific class information. This is also a time for teams to get to know students and to check-in to see how everyone is doing/feeling and answer any questions that our students may have. Our students will follow the schedules below:.

5th Grade	6th Grade	7th Grade	8th Grade
8:00-8:20 HR (:20)	8:00-8:50 Core 1 (:50)	8:00-8:50 Core 1 (:50)	7:35-8:05 Core 1 FL/WW (:30)
8:20-8:55 Core 1 (:35)	8:50-9:30 Core 2 (:40)	8:50-9:30 Core 2 (:40)	8:05-8:58 Core 2 (:53)
8:55-9:30 Core 2 (:35)	9:30-10:00 Core 3 (:30)	9:30-10:10 Core 3 (:40)	8:58-9:51 Core 3 (:53)
9:30-10:00 Encore (:30)	10:00-10:30 Encore (:30)	10:10-10:30 Core 4 (:20)	9:51-10:30 Core 4 (:39)
10:00-10:35 Core 3 (:35)	10:30-10:40 Core 3 (:10)	10:30-11:00 Encore (:30)	10:30-11:00 Lunch (:30)
10:35-10:55 Recess	10:40-11:30 Core	11:00-11:40 Core	11:00-11:30 Encore

	4/IET	IET/Lunch (:40)	(:30)
10:55-11:30 Core 4 (:35)	11:30-12:00 Lunch (:30)	11:40-12:00 Core 4 (:20)	11:30-11:44 Core 4 (:14)
11:30-12:00 Core 5 (:35)	12:00-12:40 Core 5 (:40)	12:00-12:40 Core 5 (:40)	11:44-12:37 Core 5 (:53)
12:00-12:30 Lunch (:30)	12:40-1:30 Core 6 (:50)	12:40-1:30 Core 6 (:50)	12:37-1:30 Core 6 (:53)
12:30-1:05 Core 6 (:45)			
1:05-1:30 IET			

Building Safety & Protocols

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 at all times, while in the building. Masks may be removed when outdoors as long as a safe six foot distance from others is being maintained. Students will not be permitted in class without a mask. It is recommended that students keep an extra mask in their backpacks each day. Masks can break or become dirty throughout the day and a student may wish to change his/her mask. It is a good idea to keep these and all masks in a separate ziplock bag to separate them from other items in backpacks. Masks should be washed each evening and not worn for more than one day. While it can be fun to pick out masks with your student in various styles and colors, please make sure that a mask is not a distraction to others and follows all dress code rules for not displaying any offensive language. 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, grade levels will not be changing classes at the same times, and lockers will not be used during class changes. Our staff will be present to supervise class changes to make sure students are moving quickly into their next class. There are six foot markings on the floor throughout

the building that we are asking staff and students to use as a reminder whenever possible outside of whole grade level class changes.

3. **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.
4. **Drinking Fountains & Water Bottles** - Water fountains will be unavailable to start the school year. The no touch water bottle filler on the first floor 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 disposable bottles of water available through the cafeteria in the event a student forgets to bring his/hers.
5. **Sanitizing/Disinfecting Stations** - Each classroom has been equipped with a sanitizing station, which contains hand sanitizer, disinfectant spray, and paper towels. Students will need to sanitize their hands upon entry & 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 paper towels as they enter and 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.
6. **Hand Washing Drills** - Weekly handwashing drills will take place in one of your student's classes. These drills are planned to teach students proper handwashing techniques and procedures.
7. **Restrooms** - All restrooms will be open throughout the day with the exception of when they are being cleaned. Signage has been added in order to keep the number of students at a minimum and for 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.
8. **Classroom Arrangements - What do classrooms look like?** - 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. Distance. 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.

5 Day Block Schedules

The Block Schedule design is implemented to reduce the number of class transitions throughout the school day. The number of minutes that a student has in core classes in a given two week period, has remained the same. Students will have encore classes every day and alternate on a blue day/gold day schedule for their core classes. Teams will review this schedule and tips for students to organize themselves during the transition days. Our first full day in school on August 27th will be a Blue Day. Please note, our 8th graders schedule will vary from other grade levels. They will have their Core 1 (Writing Workshop or World Language) every day. They will also have Core 6 every day.

5th Grade

6th Grade

Blue Day	Gold Day	Blue Day	Gold Day
8:00-9:00 Core 1	8:00-9:00 Core 2	8:00-9:47 Core 1	8:00-9:47 Core 2
9:03-9:43 Encore	9:03-9:43 Encore	9:50-10:30 Encore	9:50-10:30 Encore
9:46-10:33 Core 1	9:46-10:33 Core 2	10:33-11:20 Core 3	10:33-11:20 Core 4
10:36-11:23 Core 3	10:36-11:23 Core 4	11:20-11:35 Break (Core 3)	11:20-11:35 Break (Core 4)
11:23-11:53 Lunch (Core 3)	11:23-11:53 Lunch (Core 4)	11:35-12:05 Lunch (Core 3)	11:35-12:05 Lunch (Core 4)
11:53-12:08 Break (Core 3)	11:53-12:08 Break (Core 4)	12:05-12:30 IET (Core 3)	12:05-12:30 IET (Core 4)
12:11-12:58 Core 3	12:11-12:58 Core 4	12:33-1:20 Core 3	12:33-1:20 Core 4
1:01-2:35 Core 5	1:01-2:35 Core 6	1:23-3:00 Core 5	1:23-3:00 Core 6
2:35-3:00 IET (HM)	2:35-3:00 IET (HM)		

7th Grade

8th Grade

Blue Day	Gold Day	Blue Day	Gold Day
8:00-9:47 Core 1	8:00-9:47 Core 2	7:35-8:15 Core 1 (WL or WW)	7:35-8:15 Core 1 (WL or WW)

9:50-10:37 Core 3	9:50-10:37 Core 4	8:18-8:38 IET (Core 3)	8:18-8:38 IET (Core 2)
10:40-11:20 Encore	10:40-11:20 Encore	8:38-10:24 Core 3	8:38-10:24 Core 2
11:23-11:48 IET (Core 3)	11:23-11:48 IET (Core 4)	10:27-11:20 Core 5	10:27-11:20 Core 4
11:48-12:18 Lunch (Core 3)	11:48-12:18 Lunch (Core 4)	11:23-12:03 Encore	11:23-12:03 Encore
12:18-12:33 Break (Core 3)	12:18-12:33 Break (Core 4)	12:06-12:36 Lunch (Core 5)	12:06-12:36 Lunch (Core 4)
12:36-1:23 Core 3	12:36-1:23 Core 4	12:36-1:29 Core 5	12:36-1:29 Core 4
1:26-3:00 Core 5	1:26-3:00 Core 6	1:32-2:25 Core 6	1:32-2:25 Core 6
		2:25-3:00 ED or SH	2:25-3:00 ED or SH

Morning Procedures

The building will be open at 7:45 for grades 5-7 and 7:20 for grade 8. Students should enter through the bus circle or parent drop-off doors, 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 Core class. Upon arriving in their first Core class, they will open their chromebooks to their Schoology accounts to complete their daily Wellness Questions and Lunch Order.

Attendance

School begins for both remote and in-person students at 8:00am. All students should be on time and in their classes or scheduled zoom at 8:00 for daily attendance. In-person students arriving after 8:00 will need to enter through the main office entrance to sign-in. Remote learners entering classes late, the Core 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.

Locker Usage

Locker use at MMS will be limited and locker decorations will not be permitted. Students will be able to keep their coats, lunches, and other personal items that they need for that day in their lockers. They will keep all items needed for classes with them. Students are encouraged to use a

backpack that can be hung on the back of the chairs in the classroom. Students will be reminded at the conclusion of each day, to take all of their items home, as lockers will be left open overnight. This will be more conducive if the need to switch to remote learning occurs quickly and it will allow periodic cleaning of lockers.

Lunch

Due to the inability to safely distance students during their lunch time. Students will eat lunch in classrooms (teams will provide more specific information on assigned lunch groups during the transition day). Students will use a Google form when they arrive in their classrooms first thing in the morning to order a hot or cold lunch if they did not pack a lunch. There will not be a la carte items to purchase at the start of the year. Availability for students to purchase a bottle of water from the cafeteria will be provided at specific times during the day in the event a student forgets their water bottle.

- The cafeteria will not be taking cash for lunch payments, only checks and online payments.
- An office team will deliver lunches to grade level hallways at the start of each lunch. Students will not use the cafeteria.
- 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.

Recess & Breaks

Teams and individual classes will plan breaks and opportunities for classes to be held outside as much as possible. Recess is still scheduled for grades 5-6. Students will be able to remove their masks if outside and able to safely socially distance at at least 6 feet.

Band & Choir

The focus of the Madeira Middle School band and choir programs will be to provide quality music education while following all safety protocols and procedures. Band and choir classes for the 2020 school year will begin with instruction in music notation, rhythm skills, music appreciation, listening exercises and music history/appreciation. Percussion students in grades 6-8 will have an opportunity to play in class. All other instruments in grades 6-8 will only practice their instruments at home. Fifth grade beginning band instruction on instruments will be postponed until further notice, therefore there is no need to have instruments at school. There will be no live playing of any wind instrument through at least the first quarter as well as very limited singing through the first quarter.

The Front Office - Visitors & Meetings

As we start the school year, we will not be allowing visitors into the building. Parents and family members will not be able to come and eat lunch with their students as we have allowed in the past. In an effort to reduce traffic and contact within the office area, families dropping off items that a student may have forgotten, there will be a cubby area in the foyer of the main entrance. Items should be placed in a disposable bag, labeled with the student's name, and left in the cubby. Students can come and pick these items up during class change or with permission from their teacher. We will continue to hold meetings virtually whenever possible with parents. 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 15th - 3:30-7:30

October 22nd - 3:30-7:30

November 5th - 3:30-7:30

February 4th - 3:30-7:30

*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 than where they normally play games or watch television. Have 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!

