



Madison Academy Return to Learn Plan

An Outlook for Fall 2020
Workplace Safety

Governor Whitmer's Safe Return Roadmap (BRIEF)



Academy Instructional Options (PHASE 4)



Deadline of Selection of Instructional Choice

All parents should make their instructional choice for each student by August 14th, in order to allow the Academy to properly plan for the upcoming school year.

Parents, your input is vital as we plan to return to school for the 20-21 school year. Please click on the link below and submit the survey, indicating your instructional choice for each of your students, as soon as possible. Please take a moment and help us hear your voice.

- Pre-K -8th grade parents please complete this link:

<https://form.jotform.com/202148262426046>

- 9th-12th grade parents please complete this link:

https://docs.google.com/forms/d/1_oP1NhFBu4odzdwqGiuwaR84ZsiC3Ck5qkWyplSlMdU/edit?ts=5f276557





Phase 4....

**What does it look like at
Madison Academy?**

Madison Return To School Guidance

'Looks Like': In the Classroom
Possibility What do you think?

- **K-1 Team**
 - Tiffany Teaches all K-1 Students for face-to face instruction 8:15-12:15
 - Hannah Teaches all 1 Students for virtual instruction 8:15-12:15
 - Tiffany Teaches all K Students for virtual instruction 12:45-3:45
 - Hannah Teaches all K-1 Students for face-to face instruction 12:15-3:45

Tiffany Lunch 12:15-12:45 Hannah Lunch 11:45-12:15
- **2-3 Team**
 - Sandi Teaches all 2-3 Students for face-to face instruction 8:15-12:15
 - Bryan Teaches all 2 Students for virtual instruction 8:15-12:15
 - Sandi Teaches all 3 Students for virtual instruction 12:45-3:45
 - Bryan Teaches all 2-3 Students for face to face instruction 12:15-3:45

Sandi Lunch 12:15-12:45 Bryan Lunch 11:45-12:15
- **4-5 Team**
 - Kayla Teaches all 4-5 Students for face-to face instruction 8:15-12:15
 - Carey Teaches all 5 Students for virtual instruction 8:15-12:15
 - Kayla Teaches all 4 Students for virtual instruction 12:45-3:45
 - Carey Teaches all 4-5 Students for face to face instruction 12:15-3:45

Kayla Lunch 12:15-12:45 Carey Lunch 11:45-12:15
- **6-Joe MTSS Team**
 - Rachel Teaches all 6th Students for face-to face instruction 8:15-12:15
 - Joe does push in face to face intervention with 6th grade 8:15-9:15
 - Joe does push in face to face intervention with 7th grade 9:15-10:15
 - Joe does push in face to face intervention with 8th grade 10:15-11:15
 - Joe Teaches virtual 7th and 8th MTSS 11:15-12:15
 - Rachel Teaches all 6th Students for virtual instruction 12:45-3:45
 - Joe teaches all 6th grade students face to face instruction 12:45-3:45

Rachel Lunch 12:15-12:45 Joe Lunch 12:15-12:45

Madison Return To School Guidance

'Looks Like': In the Classroom
Possibility What do you think?

- **7-8 Team**

- **Pat Teaches all 8th Students for face-to face instruction first hour**
- **Jenna teaches all 7th students or face-to face instruction first hour**
- **Karen teaches all 8th students virtual first hour**
- **Deidre teaches all 7th students virtual first hour**

- **Deidre Teaches all 8th Students for face-to face instruction 2nd hour**
- **Pat teaches all 7th students or face-to face instruction 2nd hour**
- **Jenna teaches all 8th students virtual 2nd hour**
- **Karen teaches all 7th students virtual 2nd hour**

- **Karen Teaches all 8th Students for face-to face instruction 3rd hour**
- **Deidre teaches all 7th students or face-to face instruction 3rd hour**
- **Pat teaches all 8th students virtual 3rd hour**
- **Jenna teaches all 7th students virtual 3rd hour**

- **Jenna Teaches all 8th Students for face-to face instruction 4th hour**
- **Karen teaches all 7th students or face-to face instruction 4th hour**
- **Deidre teaches all 8th students virtual 4th hour**
- **Pat teaches all 7th students virtual 4th hour**
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- **Joe does push in face to face intervention with 7th grade 9:15-10:15 ?**
- **Joe does push in face to face intervention with 8th grade 10:15-11:15?**
- **Joe Teaches virtual 7th and 8th MTSS 11:15-12:15?**

Staff Lunch 12:00-12:30? Covering lunch in the classroom Specialists teachers

Madison Return To School Guidance

'Looks Like': On the Bus



- Every Madison bus has been sanitized with an agent that lessens the likelihood of germ attachment to surfaces
- Masks are required at all times on the bus for staff and students
- Personal masks required following student code of conduct guidelines
- Temperature screened at the bus door- if a student is 100.4 or higher they will not be allowed to enter the bus.

Parents are encouraged to take their child's temperature prior to taking them to the bus stop because students reading 100.4 will not be allowed to enter the bus. Parents should be at the bus stop with their child or have an adult available for the child to return home to. If a child has a high temperature of 100.4 or higher Madison will call the primary phone number on file and notify the parent that their child will not be transported to school and may not attend school until they are 24 hours fever free without the use of fever-reducing medicine (e.g., Tylenol).

- Hand sanitizer applied upon entrance to bus for every student
- The students will have assigned seating and be required to sit with family members and /or siblings while on the bus if applicable
- The bus will be deep cleaned daily and in-between routes
- The windows on the bus will be kept open (weather permitting) as much as possible to increase air circulation to reduce the spread of the virus
- If a student become ill during the school day they will not be allowed to use school transportation home- parent/guardian is required to pick them up from the school building

Madison Return To School Guidance

'Looks Like': PREK - 8

- The entire school is deep cleaned daily with state-of-the-art sanitizers
- High touch points are cleaned routinely throughout the day by trained custodial staff
- Additional Custodial Staff
- Student and staff temperature screened at the school door (one primary entrance and exit point)
- One-way traffic in the hallways (markings on the floor)
- Social distancing signs and directional floor markings throughout the school
- Breakfast and lunch in the classroom
- Prek- 6 Auxiliary instruction (art, PE, etc.) in the classroom- teachers travel not students
 - 7% Middle School instruction (ELA, MATH, SCIENCE, SOCIAL STUDIES, STUDY SKILLS and AUXILIARY) in the classroom -teachers travel not students
- Masks worn by staff at all times (face shields available)
- Prek-5 Students not required to wear masks during primary classroom instruction
- 6-8 Students are required to wear masks during all classroom instruction
- Personal masks required following code of conduct guidelines
- Masks are required during travel out of room
- Desks are sanitized after student transitions (travel to lunch, recess, ect)
- Hand sanitizing stations installed at the door of every classroom and required usage at every entrance/exit
- Water fountains turned off. Water bottle filling stations available.
- Classroom ventilation with outside air where applicable
- Restroom capacity monitored
- Quarantine room established for any student or staff that is feeling ill during the school day equipped with N95 masks
- No parents/guardians past the front doors
- No visitors/Volunteers until Phase 6
- All staff (and any approved essential visitors) follow strict screening protocol



Madison Return To School Guidance

'Looks Like' PREK - 8 Arrival: At arrival students will have a designated entrance and exit door.

- Parent Drop off Pre K-5- Students will enter through the South Doors (Side Entrance). Upon arrival students will line up socially distanced from each other. As students enter, a staff supervisor will be taking temperatures and making note of any temperature above 100.4. Students with a temperature of 100.4 or higher will be escorted to the quarantine room until parents arrive to take them home. All other students will go directly to their classrooms.
- Parent Drop off Pre 6-8- Students will enter through the East Doors (front Entrance). Upon arrival students will line up socially distanced from each other. As students enter, a staff supervisor will be taking temperatures and making note of any temperature above 100.4. Students with a temperature of 100.4 or higher will be escorted to the quarantine room until parents arrive to take them home. All other students will go directly to their classrooms.
- All Bussers Pre K-8 Students will enter through the North Doors (Behind Main Office). These students have already been temperature screened prior to entering the bus, so they will not have temperature taken at arrival to the building. Upon arrival students will enter socially distanced from each other and go directly to their classrooms.

'Looks Like' PREK - 8 Breakfast:

- At arrival, as soon as temperatures are taken, the students will receive a bagged breakfast to take with them to their classroom.

'Looks Like' PREK - 8 Lunch

- Bagged School Lunches will be delivered to the classroom beginning at 11:00 a.m
- Traditional School Lunches (all food items will be placed on the tray for the students)-Students will enter the gym through the west doors and exit out of the east doors. One class will be in the gym at a time. They will line up on socially distanced decals and be served their lunch tray. Students will then go directly back to their classrooms. Teachers will communicate via walkie talkie as to when their class is out of the gym so the next class can follow. The order will be as follows:
 - Beginning at 11:00 am Prek, K, 1st, 4th, 5th, 3rd, 2nd, Summerfield, Bridget, Flynn, Martin

'Looks Like' PREK - 8 Dismissal:

- Pre K-5 students will exit through the South Doors (Side Entrance). Classes will exit staggered. Teachers will communicate via walkie talkie as to when they are past the exit doors, so the next class can follow. The order will be as follows:
 - PreK-3:30, 2nd, 3rd, 5th, 4th, 1st, k
- 6-8 students will exit through the East Doors (Front Entrance). Classes will exit staggered. Teachers will communicate via walkie talkie as to when they are past the exit doors so the next class can follow.. The order will be as follows:
 - 6th 3:30, Summerfield, Bridget, Flynn, Martin

Madison Return To School Guidance

'Looks Like': 9-12

- The entire school is deep cleaned daily with state-of-the-art sanitizer
- High touch points are cleaned routinely throughout the day by trained custodial staff
- Temperature screened at the school door (one primary entrance and exit point)
- One-way traffic in the hallways (markings on the floor)
- Social distancing signs and directional floor markings throughout the school
- Breakfast is provided after temperature checks and taken directly to 1st hour classes
- Lunch in the cafeteria, but with social distancing signs and markers, with staggered periods to prevent congregation
- Masks worn by staff at all times, except for when eating (face shields available)



- Masks worn by students at all times, except for when eating ((face shields available)
- One mask will be provided by Madison, personal masks allowed following guidelines
- CLASSROOMS
 - Students will stay in one classroom for the day, with travel only to gym and potentially art or music.
 - All students will have THE SAME ASSIGNED SEAT daily.
 - Teachers will travel with carts, to classes. Exceptions will be made for credit recovery where absolutely necessary.
 - Drawstring backpacks will be provided for each student to cart chromebook & to keep belongings under desk.
 - Students will have 5-10 minute breaks every 2 hours for SCHEDULED bathroom or outdoor breaks.
 - GOAL: Paper Free (students will be provided with a Chromebook for all assignments)
- Locker usage limited to prior to 1st hour and after school times/visits to prevent congregation in hallways and increased touch points.

Madison Return To School Guidance

'Looks Like': 9-12 Continued

- Desks are sanitized between each class period
- Hand sanitizing stations installed in every classroom and required usage at every entrance/exit.
- Water fountains turned off. Water bottle filling stations will be available to allow for personal bottle fills.
- Classroom ventilation with outside air where applicable
- Restroom capacity monitored
- Quarantine room established for any student or staff that is feeling ill during the school day equipped with N95 masks.



- No visitors until Phase 6
- Essential volunteers only approved by administration
- All staff (and any approved essential volunteers) follow strict screening protocols)

SPECIAL CONSIDERATIONS (In-House Rules)

Students are allowed to eat and get on phones during 5-10 minute breaks

Madison Return To School Guidance



Looks Like' 9-12 Arrival: At arrival students will have a designated entrance and exit door.

- Students will enter at the 2 Gym Door Entrances (Side Entrances), both for buses and drop offs. All busses will be assigned to separate doors, staggered, daily. Upon arrival students will line up socially distanced from each other. As students enter, a staff supervisor will be taking temperatures and making note of any temperature above 100.4. Students with a temperature of 100.4 or higher will be escorted to the quarantine room until parents arrive to take them home. All other students will go directly to their classrooms.
- All guests and teachers should enter the front door for temperature checks.

'Looks Like' 9-12 Breakfast:

- At arrival, as soon as temperatures are taken, the students will receive a bagged breakfast to take with them to their classroom.

'Looks Like' 9-12 Lunch

- High school students will have 2 lunch periods.
- Students will be escorted from their primary classrooms directly to the gymnasium and line up, with socially distanced floor markers, to receive their lunch. Students will take lunches to assigned lunch tables that are socially distanced and marked with "sit here" decals. Students will remain seated at assigned seats in the gymnasium and request for permission to utilize locker room bathrooms only during lunch.
- Students will be dismissed by classroom and escorted back to class, with a staggered dismissal.

'Looks Like' 9-12 Dismissal:

- Students will be dismissed at staggered times at 3 different doors Teachers will communicate via walkie talkie as to when they are past the exit doors so the next class can follow. The order will be as follows:

	2:24	2:26	2:28
Office Entrance	rm 110	room 126	room 125
Gym Door 1	room 124	room 127	room 130
Gym Door 2	room 131	room 133	room 134

Madison Return To School Guidance

Madison Misc. Procedure Notes:

- No travel, field trips, or assemblies until we are in Phase 6
- No mass gathering until Phase 6 (Homecoming, Dances, Family Nights, ect.)
- Locker protocols (limited or no access)
- Staggered passing times to limit congregation
- Clubs and Students Organizations will follow all the same protocols established in the plan
- Choir and Band outside social distancing 6ft + Spacing
- No public audiences for events or performances in Phase 4
- PE Outside (Weather dependent and back-up inside plans in the classroom)
- K-6 Auxiliary: All on carts - except PE – teacher mobile, not students
- No visitors or parent/guardians in the building until Phase 6



Madison Return To School Guidance

NOTIFICATION

- Staff Members and students must be fever free for 24 hours before returning to the school building
- Symptomatic staff and students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC Guidelines.
 - Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
- If a student or staff member tests positive for COVID 19 then the Local Public Health Department will be contacted (Person Email Address: Kelli Pleasant; kpleasant@gchd.us) The school will follow direct instructions from the Health Department for notification and requirements.



Eagles Strong



We miss all of you and look forward
to seeing you all very soon!

At Madison Academy, we believe that EVERY child is a success story. At Madison, students are treated as unique individuals. Our beautiful campus provides a setting where students can grow academically and socially. Madison Academy has high academic standards and a positive climate and culture. Our staff members are supportive and caring and treat students and parents as part of the "Family" at Madison Academy.