

**Middle School Tentative Plan to Return
Fall 2020**

School Madison Middle School

Principal Leatha Phillips

In the fields provided, please explain your tentative plans for each component.

Transportation	
Arrival- Carpool/ Student Drop off	<ul style="list-style-type: none"> *Students will enter and report to cafeteria for breakfast if needed *Students not needing breakfast will report to 1st or 5th block *Parents will be encouraged to drop off students
Arrival to school- Buses	<ul style="list-style-type: none"> *Students will enter and report to cafeteria for breakfast if needed *Students not needing breakfast will report to 1st or 5th block *Hand sanitizer will be available on buses *Students will wear face covering on buses *Utilize social distancing to the greatest extent practical *Teach students to social distance while waiting for bus pickup
Dismissal/ Carpool	<ul style="list-style-type: none"> *Car riders: 6th grade south end by cafeteria, 7th grade front of building, 8th grade north end of building by band hall *Students will be dismissed by grade level to carrider lines *Parents will be encouraged to pick up their own child from school
Dismissal- Buses	<ul style="list-style-type: none"> *Bus numbers will be called as they arrive for student dismissal *Hand sanitizer will be available on buses *Students will wear face coverings on buses *Utilize social distancing to the greatest extent practical
Athletic Buses	<ul style="list-style-type: none"> *Coaches will distance students to the greatest extent practical *Students will wear face covering

	<ul style="list-style-type: none"> * Sanitize frequently touched surfaces on bus daily
Logistics	
Breakfast in cafeteria	<ul style="list-style-type: none"> *Students will eat in the cafeteria on marked seats for social distancing to the greatest extent practical *Lines will be cleaned and sanitized between student groups *Tables will be cleaned and sanitized after each student *Hand washing/hand sanitizer will be available before and after breakfast
In classrooms (desk arrangement, centers, computer carts, class equipment)	<ul style="list-style-type: none"> *Teachers will remove “extra” furniture to provide room for student desks to be in rows facing one direction to practice social distancing to the greatest extent practical *Technology classrooms will have a sneeze guard between computer stations
Transitions between classes and hallways (flow paths, class changes, bathroom breaks in halls)	<ul style="list-style-type: none"> *Students will follow one-way arrows on the floor and walls *During class change face coverings will be worn
Restroom Procedures	<ul style="list-style-type: none"> *Establish schedule for restroom breaks during class time *Allow only 3 boys and 3 girls to go into the restroom at one time
Lunch time	<ul style="list-style-type: none"> *Lunches will be picked up by only those students wanting a meal from the cafeteria *Grade levels will have a designated time for lunch pickup in the cafeteria *Lunch will be in the classroom *Students in technology, PE and band classrooms during lunch will eat in the cafeteria at tables marked for social distancing to the greatest extent practical *Lunch rotations will be established for classrooms wanting to go outside to eat weather permitting *Hand washing/hand sanitizing will be available before and after lunch *Service lines will be marked for social distancing
Cleaning the Cafeteria	<ul style="list-style-type: none"> *Cafeteria counters and check-out stands will be cleaned and sanitized after each group exits

	*Classes eating in the cafeteria will sanitize tables
Courtyard/ Break Time Procedures	*Areas outside have been identified for individual classes to use throughout the day to provide an opportunity for students to go outside the building *Face coverings will be required where social distancing is not practical
Instructions to teach students cleaning procedures	*During the First Day Procedures, students will be taught procedures to clean desks and sanitize hands, cover coughs and sneezes, wash hands
Types of signage needed (classrooms, entrances, hallways, restrooms, cafeteria)	Signage will be provided throughout the building: *Covid-19 Symptoms *Preventive Measures *Good Hygiene *Traffic Flow for Hallways
Temperature checks	*Temperature checks will be done as teachers and staff enter the building by administrators *Any staff member with a temperature above 100.4F will be sent home
Face Covering/ Mask	*Students and staff will wear face covering throughout the day
If Someone Becomes Ill During the School Day	
Sick children at School (quarantine space/ isolation room)	*Report to isolation room *Contact parents to pick up child *Student must remain in isolation room *Follow guidelines established by MCS *Students who need the nurse for diabetic checks or regular medicine will go to the wellness room for attention
School Staff Becomes Ill at School	*Report to isolation room *Teacher must exit the building
Cleaning Routines	
Cleaning routines in building: Custodian Duties	*Provide hand soap and paper towels in the restroom *Provide toilet paper in the restrooms *Students will use a bottle filling station on each grade level hallway instead of the water fountain *Sanitize common areas throughout the day

	<ul style="list-style-type: none"> *Provide hand sanitizer at all entrances and exits
Cleaning routines in building: Front Office Staff	<ul style="list-style-type: none"> *Clean, wipe, sanitize doors and counters throughout the day *Sanitize items used in the front office
Cleaning routines in building: Teachers	<ul style="list-style-type: none"> *Sanitize frequently touched surfaces including doorknobs throughout the day *Limit the number of items shared by students *Ensure cleaning/sanitizing of shared objects after each use
Cleaning routines in building: Students	<ul style="list-style-type: none"> *Encourage students to bring hand sanitizer from home *Encourage students to bring water bottles from home *Students will use personal supplies when applicable to reduce sharing *Students will use hand sanitizer or wash hands before eating lunch *Students will be encouraged to wash hands for 20 seconds with soap and water *Students will be taught to cover coughs and sneezes
Cleaning routines in building: Classrooms	<ul style="list-style-type: none"> *Provide hand sanitizer *Provide tissues and paper towel in classrooms *Student desks and doorknobs will be cleaned/sanitized throughout the day *Sanitize all materials shared by students
Training of all staff on proper safety/sanitation protocols	<ul style="list-style-type: none"> *Proper handwashing, covering coughs, and face coverings *Provide training to teachers and staff concerning cleaning and sanitization on professional development days before school begins
Classes and Events with Special Consideration	
Large Gatherings	<ul style="list-style-type: none"> *Assembly programs, field trips, and dances will be suspended until further notice *Sporting events will follow all MHSAA guidelines
PE	<ul style="list-style-type: none"> *PE classes will be outside as long as weather permits *When inside PE is required it will be held in the gym and other available areas throughout the school

	*Students will be social distanced to the greatest extent practical
Band	*Band will utilize both band halls in order to distance students to the greatest extent practical
Choir	*Larger choirs will have three classroom areas to work from and students will be separated to the greatest extent practical within the classrooms given *While singing face coverings will be worn
School Clubs/ Organizations	*Each club sponsor will develop a plan using Canvas Conferences when needed
Parents and Community	
Protocol for visitors	*Visitors will not be allowed during lunch time *Visitors will not leave the front office area unless escorted by a staff member for parent conferences *Only 2 visitors will be allowed in the front office reception areas at a time *Required to wear face coverings
PTO Meetings	*PTO Board Meetings will be held in the library chairs will be spaced for social distancing to the greatest extent practical
Information Platform for Parents	*School website *Constant Contact *Through phone numbers and emails for parent *Social Media: Instagram at MadisonMiddleJaguars or Facebook at Madion Middle Jaguars PTO

**Social Emotional needs will be addressed on 2020-2021 year-long school site PD plans*