



MADISON PUBLIC SCHOOLS

August 10, 2020

Dear Elementary Parents/Guardians,

We hope this communication finds you and your family well. Included in this letter is important information for in-person and remote learning. Below we have included **SAMPLE** schedules for in person, online, and all-remote learning cohorts in Phase One of the Madison School District Re-entry Plan (all-remote option registration will be sent to parents the week of August 10). Please know that the sample schedules were designed to inform you of the instructional components of each school day, and may differ depending on the school, grade, class, and specialized programs.

To support high quality, online instructional delivery for all in-person and remote learning students, the district will be expanding its use of **Google Classroom** with new standards of practice for all teachers. To help you familiarize yourself with the platform, we are providing this helpful resource, "[A Parent's Guide to Google Classroom](#)." At the beginning of the school year, the teachers will invite the students to their Google Classroom. Please check your child's Google Classroom often as a way to be informed of your child's programs and assignments. In addition to Google Classroom and other Google Apps for Education, all students will have access to our online resources available via our single sign-on system, [Classlink](#).

Our goal is to make the learning as meaningful and interactive as possible. Within the sample schedules are opportunities for students to learn remotely during live Zoom meetings and pre-recorded lessons/activities posted in Google Classroom.

Please note that the sample schedules below are for Phase One. If we are required to pivot to a full remote learning model, we will also follow a structured schedule, however, it may be somewhat different than the schedules below.

Schedule and Instructional Considerations

New Standards of Practice for Live Lessons and Support - Times designated for live support will be provided by the teacher in small groups or one-to-one. Students will not be on a Zoom call for the entire live support block of time. Live lessons may include Morning Meetings, Foundations, Science/Social Studies, and small group math and literacy lessons.

Chromebooks - All students will have a district issued Chromebook with a password. The students will be expected to transport their Chromebooks to and from school. **Prior to an in-person school day, please ensure that your child's chromebook is charged before your child reports to school.**

Zoom Meetings - Staff members will utilize Zoom as a video conferencing tool to meet virtually with students. The district has a subscription which allows us to enable added security measures so that all students can participate safely. Students should log-in at their designated time(s) and engage in the lesson.

Virtual Methods of Instruction - Teachers may meet with students as a class, in small groups, or one-to-one via Zoom during remote learning times for specific subject area support or instruction.



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Morning Meetings - Morning Meetings are a very important part of the school day and will include all the students in the class.

Foundations/Word Study - The Foundations program will be taught daily to students in grades K-2. Foundations is a multisensory structured language program focusing on critical foundational literacy skills. For more information about Foundations, please [click here](#). Students in grades 3, 4 and 5 will participate in Word Study instruction, focused on expanding their word study skills and vocabulary.

Literacy (Reading and Writing) - Your child will receive reading and writing instruction daily to include instructional mini-lessons, independent practice, and periodic conferencing.

Mathematics - The district utilizes Math in Focus (Singapore Math) for students in grades K-5. The program follows a concrete, pictorial, abstract approach to learning.

ST Math - Spatial Temporal Math (ST Math) is a visual instructional program that engages students in creative and rigorous problem solving. It is a supplemental math resource for all students in grades K-3. Students will spend on average 60 minutes a week using ST math. For more information about ST Math, please [click here](#).

Special Subjects - Instruction in Art, Music, Physical Education, Technology, Library, and STEAM will vary by grade level. More specific information will be provided at a later date.

Lunch/Recess/Snack - Lunch and recess will not be included within the in-person school day schedule; however, a snacktime will be designated for every class. Families will have the option to purchase a “to-go” lunch from our food service provider, Pomptonian. More information about online ordering will be shared in the coming weeks.

Math and Literacy Enrichment/Intervention Time - This time will allow for students to focus on literacy and mathematical skills. Areas of focus will be determined from assessment data acquired from the student’s STAR assessment results, as well as additional grade level reading and math assessments. This period of the day is designed for the classroom teacher to differentiate according to the students’ learning needs, which may include targeted interventions and enrichment.

Guidance Lessons - The elementary guidance counselors are dedicated to supporting the emotional and social needs of the students. Specific times will be designated for the school counselor to conduct guidance lessons and interact with the students on a regular basis.

Virtual Assemblies/Enrichment Opportunities - We realize that assemblies and enrichment opportunities are important parts of the elementary school experience. We currently are investigating and planning remote assemblies and enrichment experiences for the students.



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The following tables consist of a sample Monday, Tuesday, Thursday, or Friday schedule and on page 4 a fully remote Wednesday schedule. Please keep in mind that these are samples and the time of day for each subject may vary, however, the amount of instructional time per content area will remain consistent with what is outlined below.

SAMPLE Hybrid Daily Student Schedule (M/T/Th/F) <i>Times may vary according to grade levels and class</i>			
Time	Maroon Cohort (in person)	Gold Cohort (at home)	Remote Students (at home)
8:20 - 8:45	Arrival	Prepare for School Day	Prepare for School Day
8:45 - 9:00	Morning Meeting	Morning Meeting join via Zoom	Morning Meeting join via Zoom
9:00 - 9:15	Foundations	Foundations join via Zoom	Foundations join via Zoom
9:15 - 9:30			
9:30 - 9:45	Break/Snack	Break/Snack	Break/Snack
9:45 - 10:00	Special Subject	Special Subject	Special Subject
10:00 - 10:15			
10:15 - 10:30	Math and Literacy Enrichment/Intervention Time	Reading Lesson - posted in Google Classroom	Reading Lesson - posted in Google Classroom
10:30 - 10:45			
10:45 - 11:00	English Language Arts Reading	Independent Reading	Independent Reading
11:00 - 11:15			
11:15 - 11:30	English Language Arts Writing	Writing Lesson - posted in Google Classroom	Writing Lesson - posted in Google Classroom
11:30 - 11:45			
11:45 - 12:00	Mathematics	Mathematics join via Zoom	Mathematics join via Zoom
12:00 - 12:15		ST Math Independently	ST Math Independently
12:15 - 12:30		Lunch	Lunch
12:30 - 12:45	Dismissal	Lunch	Lunch
1:00 - 1:15	Lunch	Recess	Recess
1:15 - 1:30			
1:30 - 1:45	Recess	Live Reading Support via Zoom	Live Reading Support via Zoom
1:45 - 2:00			
2:00 - 2:15	Science OR Social Studies Independent Work	Live Writing Support via Zoom	Live Writing Support via Zoom
2:15 - 2:30		Live Math Support via Zoom	Live Math Support via Zoom
2:30 - 2:45			
2:45 - 3:00	ST Math Independently	Live Math Support via Zoom	Live Math Support via Zoom



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SAMPLE Wednesday Student Schedule <i>Times may vary according to grade levels and class</i>			
Time	Maroon Cohort (at home)	Gold Cohort (at home)	Remote Students (at home)
8:30 - 9:00	Morning Meeting via Zoom		
9:00 - 9:30	Science OR Social Studies Live Lesson via Zoom		
9:30 - 9:45	Break/Snack		
9:45 - 10:15	Special Subject		
10:15 - 11:15	Live Support - English Language Arts (whole group, small group, or one-to-one instruction)		
11:15 - 11:45	Live Support - Foundations/Word Study (whole group, small group, or one-to-one instruction)		
11:45 - 12:45	Lunch / Recess		
12:45 - 1:45	Live Support - Mathematics (whole group, small group, or one-to-one instruction)		
1:45 - 2:00	Mathematics ST Math (grades K-3) and Independent Math Work (grades 4-5)		
2:00 - 2:30	Special Subject		
2:30 - 3:00	Guidance Lessons / Enrichment and Intervention Time		
3:00 - 3:30	Virtual Assemblies / Enrichment Opportunities		



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Safety Procedures

- ❑ Adults and students are required to wear masks while in the school building, unless when doing so would inhibit the individual's health. We are recommending that students wear one mask to school and bring an extra mask in a Zip-loc bag daily.
- ❑ Hand sanitizer dispensers have recently been received and will be placed throughout the school buildings and soap dispensers provided in bathrooms and classrooms with sinks.
- ❑ Student desks and tables have been spaced apart facing the Smartboard. With an estimated capacity of 50 percent in each class, the goal is for students to sit a safe distance apart. (In the picture shown, desks provide 3-4 feet of distance. For Phase 1, students will sit at alternating desks. For Phase 2, students will be seated at each desk)
- ❑ Directional Arrows and Signage - Foot traffic patterns and flow will be established in each school building to assist with social distancing and safety protocols. Signage will be displayed to direct foot traffic, remind building occupants of social distancing, mask wearing, and hand sanitizing.
- ❑ Arrival/Dismissal/Exterior Doors - Arrival and dismissal times may be staggered to decrease the number of students arriving and leaving at the same time. Exterior doors will be designated for students to enter and leave. You will receive your child's specific arrival/dismissal time frame and designated entry/exit door at a later date.
- ❑ Student movement from room to room will be limited during the school day to decrease many classes using common rooms and areas.





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Calendar

For your reference on the following page we have outlined the in-person and remote learning days for the months of September through December, based on Phase 1. The fully remote cohort will attend school virtually every day school is in session. Students in the maroon and gold cohorts will receive two in-person days and two to three remote learning days weekly.

Calendar Key

	Maroon Cohort In-Person Days		All Cohorts Remote Learning Days
	Gold Cohort In-Person Days		Schools Closed

	Monday	Tuesday	Wednesday	Thursday	Friday
September	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

	Monday	Tuesday	Wednesday	Thursday	Friday
October				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

	Monday	Tuesday	Wednesday	Thursday	Friday
November	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				



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For assistance, please see the table below for important contact information.

Additional Staff Contacts			
Main Office Secretaries	CAS	Denise Barretti	barrettid@madisonnjps.org
	KRS	Ann Guzewicz	guzewicza@madisonnjps.org
	TJS	Joanne Empson	empsonj@madisonnjps.org
Medical Needs	CAS	Jacqueline Young	youngj@madisonnjps.org
	KRS	Gerri Moran	morang@madisonnjps.org
	TJS	Colette Crescas	crescasc@madisonnjps.org
Counseling Needs	CAS	Michael Shugrue	shugruem@madisonnjps.org
	KRS	Brett Levine	levineb@madisonnjps.org
	TJS	Judy Bletcher	bletcherj@madisonnjps.org
School Psychologist and Case Managers	CAS	Katie Nesheiwat	nesheiwat@madisonnjps.org
		Britt Kuehn	kuehnb@madisonnjps.org
		Michelle Martinez	martinezm@madisonnjps.org
	KRS	Fawn McCauley	mccauleyf@madisonnjps.org
	TJS	Kimberly Pirro	pirrok@madisonnjps.org

Prior to the start of school each building will arrange dates/times for students to meet their teachers. This information will be communicated by each individual building in the upcoming weeks.

We are looking forward to school beginning in September. We thank you in advance for your patience and understanding as we move into the Madison Public School Phase 1 hybrid model.

Regards,

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