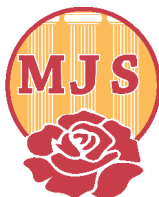


# MADISON JUNIOR SCHOOL

160 Main Street  
Madison, New Jersey 07940  
973-593-3149



Brooke Phillips, *Acting Principal*  
Pete Bovee, *Acting Assistant Principal*

August 10, 2020

Dear MJS Community

Thank you for your patience as we work to bring you more details about our return to school this coming September. I hope that the information provided last week and the plans outlined below give you the reassurance that we are working to make our start of the MJS school year safe and engaging for our students.

While safety is a priority right now, we have not lost sight of the commitment we have in Madison to promote high levels of student achievement. I believe in setting high expectations for all our students at MJS, and by implementing thoughtful supports and enriching challenges, we will be able to meet each child's individual needs. To do this, I plan to work hand in hand this coming fall with our MJS faculty to engage in professional development that will enhance student learning experiences with innovative practices and strengthen our standards of practice for remote instruction. In-person or from a distance, we will empower each MJS student and guide them to reach their fullest potential.

I have had many thoughtful conversations with MJS parents this past week, and I leave each discussion feeling more informed and connected. Please don't hesitate to reach out via email or phone with any questions or concerns.

## MJS Cohorts

Classes will be organized into three subsets, Maroon, Gold, and Full-Time Remote Learners. While these groups may be categorized differently, they will learn and engage together as a whole class with their designated teacher each period. Maroon students attend in-school Monday and Thursday; Gold students attend in-school Tuesday and Friday. All other days are remote learning. Students with an IEP may come to school Monday, Tuesday, Thursday, and Friday so we can properly provide the programs to meet their needs.

Cohorts will be created keeping in mind siblings at the junior school, special education and math placements. Please email us if you have a work or childcare need that requires your student to be in a specific color subset, every effort will be made to accommodate these requests.

	M	T	W	R	F
Aug	31 In-School	1 In-School	2 In-School	3 In-School	4 In-School
Sept	7/NS	8/B	9/B	10/B	11/A
	14/A	15/B	16/B	17/B	18/A
	21/A	22/B	23/A	24/B	25/A
	28	29/B	30/B		
					12 Maroon 13 Gold
	M	T	W	R	F
Oct				1/B	2/A
	5/A	6/B	7/A	8/B	9/A
	12/A	13/B	14/B	15/B	16/A
	19/A	20/B	21/A	22/B	23/A
	26/A	27/B	28/B	29/B	30/A
					13 Maroon 14 Gold
	M	T	W	R	F
Nov	2/A	3/B	4/A	5	6
	9/A	10/B	11/B	12/B	13/A
	16/A	17/B	18/A	19/B	20/A
	1/2 Day 23/A	1/2 Day 24/B	1/2 Day 25/B	26	27
	30/A				14 Maroon 15 Gold

[Click here for a larger calendar](#)

School begins on Tuesday, September 8 in Phase I (reduced occupancy, and our Gold cohort will start off in school this day. Shared here is the first marking period calendar that identifies cohort rotations for in school attendance. Please note during the first week of school we are bringing Maroon students into school an additional day on Wednesday, September 9.

## Hybrid Student Schedules

All students, regardless of whether they are in-person or remote, will follow the same, structured bell schedule. This Phase I (reduced occupancy) or Phase II (full occupancy) schedule will run on both an A or B-day:

### Monday, Tuesday, Thursday, & Friday

Period	Start	End	Length
Homeroom	7:55 am	8:02 am	7 minutes
1	8:03 am	8:45 am	42 minutes
2	8:47 am	9:29 am	42 minutes
3	9:31 am	10:13 am	42 minutes
4	10:15 am	10:57 am	42 minutes
5	10:59 am	11:41 am	42 minutes
6	11:43 am	12:25 pm	42 minutes
Lunch	12:26 pm	1:29 pm	63 minutes
7 Afternoon (7A)	1:30 pm	2:00 pm	30 minutes
8 Afternoon (8A)	2:00 pm	2:30 pm	30 minutes
9 Afternoon (9A)	2:30 pm	3:00 pm	30 minutes

### Wednesday Full Remote Day

Period	Start	End	Length
Staff Office Hours	7:45	8:25	40 minutes
Homeroom	8:25	8:30	5 minutes
1	8:30	9:10	40 minutes
2	9:15	9:55	40 minutes
3	10:00	10:40	40 minutes
4	10:45	11:25	40 minutes
Lunch	11:25	11:55	30 minutes
5	12:00	12:40	40 minutes
6	12:45	1:30 pm	40 minutes
7 Afternoon (7A)	1:30 pm	2:00 pm	30 minutes
8 Afternoon (8A)	2:00 pm	2:30 pm	30 minutes
9 Afternoon (9A)	2:30 pm	3:00 pm	30 minutes

- Students should arrive by 7:50 am for the first bell, as classes start at 7:55 am for all learners. Dismissal for lunch is at 12:25 pm. More specific entry and dismissal information will be coming soon, but we aim to use three entrances so that all students can enter as they arrive.
- Upon arrival, students will report directly to their class. If arriving before the 7:50 am morning bell, students will wait inside the auditorium or gymnasium in clearly noted socially distanced seats/spots.
- Teachers will rotate to rooms and we will do our best to keep students in small cohorts.
- Most Wednesdays will be dedicated to fully remote learning so that the building can be deeply cleaned. On this day we will run a structured schedule that students will follow and be expected to attend. Teachers will be hosting a video conference at each period similar to other days of the week.
- Core subjects, including English language arts, math, science, and social studies, will be the focus of learning in these phases. Class periods will run approximately 43 minutes.
- Periods 7A, 8A, and 9A are required for students. These periods will provide many options, including extra help, world language and cycle class live meetings, sessions with counselors, music lessons, plus much more. Additional information on these structured periods will be coming soon.
- Along with their core subjects, students will engage in synchronous and asynchronous classroom learning for World Language and one cycle per day (PE/health, Art, STEM, Music).
- Students on free and reduced lunch or those who purchased a lunch can pick up these items upon leaving the school at 12:25pm.
- If we are all placed in a full distance learning environment, the daily hybrid schedule will change, and we will follow a third bell schedule you can find via link [MJS Full Distance Learning Schedule](#). When we receive clearance to move to Phase 2 of reentry, additional information will be provided.

## Instruction

All students, whether in-person or virtual, will follow the same daily bell schedule. Maroon, Gold, and Full-Remote learners will learn together during each core subject class (English language arts, math, social studies, and science). A camera will be stationary in each classroom, and our intention will be to stream live lessons during each period to all learners. Remote learners will be expected to have their cameras turned on and engage with the class, just like the students in the classroom. They can ask questions, answer teacher inquiries, and share just like the learners in school. Here are some examples of what these lessons might look like:

**Example 1:** A 6th-grade English teacher may have asked students to read a chapter of a book the previous night at home and write on sticky notes to practice a skill. At the start of the class, the teacher may ask all students to share their sticky note work with the whole class or in small breakout groups via Zoom. She may then pull the class together for a whole class lesson at the smartboard and read aloud another chapter of the book, all of which is streamed to remote learners at home.

**Example 2:** The art teacher may provide a video link to her 7th-grade art lesson that she pre-recorded. In the video, she introduces the mentor artist and skills that will be practiced, modeling how to draw a draft sketch. She gives students an assignment to sketch something for the next class and send her a picture from their Chromebook camera. After lunch, students in this 7th-grade art class can meet with the art teacher during one of the afternoon periods to ask questions, share work progress, or discuss ideas with peers.

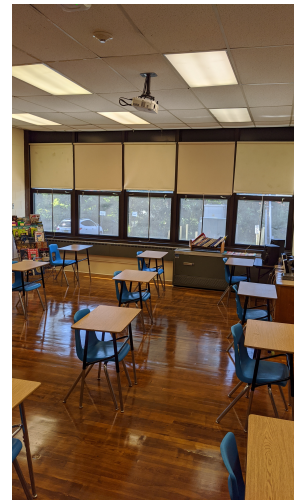
**Example 3:** An 8th-grade social studies teacher might meet with a class for only the first five minutes of the period, reviewing the work from yesterday and refreshing minds about the objectives and skills being practiced. The teacher may then make five breakout groups in Zoom so that small groups of four students can continue to work on the task. Groups may be mixed between Maroon, Gold, and Full-Remote. This teacher will periodically pop into each small group and their shared Google document to ask questions and assess progress. The teacher may call the class back together at the end of the period to share outcomes and explain that evenings work at home.

**Example 4:** A 7th-grade math teacher might begin class with a mini-lesson on solving problems involving percentages. This might comprise fifteen minutes of the lesson, and it would be streamed live to the students at home. Students then may be instructed to pull up a set of problems and work independently or cooperatively in breakout groups via Zoom on the task. During this time, the teacher might want to mute the audio and turn off the video to work with a small group in the classroom. After fifteen minutes, the teacher might pull all the students back together, turn back on the microphone and camera, and bring the lesson to a close with a discussion that lasts ten minutes. Remote learners would then be checking in with this math teacher after school during one of the afternoon extra help periods or looking for feedback from the math teacher directly on their online work.

### **PPE and Additional Safety Measures**

Students and staff are required to wear face masks that cover their nose and mouth while in the building, and when they are not at least six feet apart outside, unless in an instance when doing so would inhibit the student's health. Dependent on the specific needs of students, special modifications to such requirements shall be considered. Students and staff may move the face mask when drinking, but must immediately return the mask to the proper position. Teachers will be sure to take outdoor mask breaks as needed, however it is recommended that students begin to build up their mask endurance at home.

We are striving to achieve a distance of six feet between students in every classroom. As such, student desks have been spaced apart facing the smartboard. Where tables are used we will have plexiglass dividers in place to maintain safety protocols.



Hand sanitizer dispensers will be placed throughout the school buildings and soap dispensers provided in bathrooms and classrooms with sinks. Bathrooms will be monitored so that one student is present in the restroom at a time.

Each classroom will have a supply of hand sanitizer (alcohol-based, no methanol) and sanitizing wipes, as well as extra masks for students that need one. It is also recommended that students keep a personal supply of these items in their backpack.

Foot traffic patterns and flow will be established in MJS 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.

All room ventilation systems are being upgraded to promote fresh air circulation and air purification.

## 6th Grade and New to MJS Student Tours

If you are going into sixth grade, or are a new student in the district, we invite you to join us for a tour of MJS. Visits will take place Friday, August 21st, Monday, August 24th, and Tuesday, August 25th. Tours will be guided by the Principal, Assistant Principal, and School Counselors. Each tour group will be limited to five students and only students will be permitted in the building; parents must wait outside. Please bring a mask, as it will be required to be worn at all times in the building.

[Click here to visit the SignUp Genius page for these tours](#)

**\*\* Please note that on Tuesday, August 25th, from 10:20-11:40, these four tours will have a Spanish translator present. Please only sign up for those times if that service is needed. \*\***

## A note to incoming 6th-grade families from Mrs. Brennan & Mr. Finkelstein, 6th Grade Team Leaders:

*The 6th-grade teachers are happy to welcome our new students to Madison Junior School. We want to reassure parents and students that we will be doing everything to make the transition to Madison Junior School as seamless as possible. In past years the 6th-grade teachers have used the first week of school as an orientation period. It was time to review procedures, practice opening lockers, tour the building, and spend time getting to know each other. However, this year will look a bit different. In light of the unique situation we all face this year, the teachers will be spending a good portion of September getting acquainted with their students and adjusting to their new environment. They will be walking their students through every aspect of this transition and answering any questions. We understand how overwhelming the transition experience can be under normal circumstances, and this year comes with its own set of unique challenges. Our staff is extremely understanding, and we are always willing to help students navigate through all questions or concerns.*

*We will be sharing more details regarding a socially distanced 'Meet the 6th Grade Team' the week of August 31. We hope you all enjoy the rest of your summer and look forward to seeing you in September.*

## Coming Soon

### *MJS First Day of School Guide:*

- For our Maroon and Gold cohorts, we will share what to bring, what time to arrive, where to enter school, where the restrooms will be, where to pick up a bagged lunch, and everything you need to know about your first few days at MJS.
- For our Full-Time Remote learners, we will share where to log on, what time to be there, what to have ready to go, and what to expect the first few days at MJS.

### *MJS Digital Playbook for Students & Families:*

Everything you need to know about digital learning at MJS will be inside this playbook. We'll share how to login to your classes, expectations for remote learning days, how to find your schedule online, where to ask technical questions, and so much more.

Information on Material Pick Up Day for our Full-Time Remote learners will also be coming soon.

Brooke Phillips



Acting Principal  
Madison Junior School