

MADISON JUNIOR SCHOOL

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Brooke Phillips, *Acting Principal*
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October 26, 2020

Dear MJS Community,

Thank you for your patience as we worked to collect information and set our plans into place for entry into Phase II. In making our transition into Phase II, we were able to use parent, student, and staff survey data as well as feedback from school committees, parent communication, and student conversations.

All of the changes below will begin on Monday, November 2. After this date, the only difference will be to bring all students into school on Monday, November 16.

What are the significant changes?

In order to make our transition into Phase II as safe and thoughtful as possible, we will take some time in what we are calling Phase I.5. In this phase, we will make all the changes necessary for Phase II, but only have half of our students present in school. Taking this *additional step* will allow us time to practice with new PPE equipment and rehearse our movement from class to class and traffic flows, all with fewer students in the building.

- Move Student Cohorts Among Classrooms

With the addition of personal desk shields for each student and our continued use of masks, we can now *move student cohorts from classroom to classroom*, aiming to keep between three and six feet of distance between student desks.

- World Language Instruction In-Person Everyday & English Programs Sectioned

While cohorts move to different classrooms for each period, students may move in and out of their original pod group to learn in classes that meet their learning needs. Students will now be able to take *World Language with their teachers in-person every day*. Our seventh and eighth grade English students will also move to class sections for which they were placed, including *English 7/8 and AT English 7/8*.

- Period 789 Relaunch

Lastly, we are *re-launching Period 789*, adding new student planning tools and attendance parameters. More details on this and other important information continues below.

School Calendar and AB Days

Students will continue to come to school on their gold, maroon, four, or five cohort days through Friday, November 13. Starting Monday, November 2, students will begin to move from class to class and follow the new schedule.

Once we begin Phase II on November 16 with all learners in school, our calendar will move to an A Day B Day rotation schedule, as noted in purple. This means every day will run on the set pattern of A B A B A B, and so on. You can see this more clearly on the calendar link noted below..

- Monday, Nov. 2 - Phase I.5 Maroon Cohort In Person
- Tuesday, Nov. 3 - Phase I.5 Full remote day all learners
- Wednesday, Nov. 4 - Phase I.5 Gold In-Person Day
- Thursday and Friday, Nov. 5 & 6 - No School Teacher's Convention
- Week of Nov. 9 - Regular Hybrid School week for Gold and Maroon Cohorts
- Monday, Nov. 16 - All students have an in-person learning

	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

9 Maroon
9 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/B	1/2 Day 24/A	1/2 Day 25/B	26	27
	30/A				

3 Maroon
3 Gold

day

[Link to 20-21 MJS Calendar](#)

MJS Phase I & II Bell Schedule - STARTING NOVEMBER 2, 2020

Monday - Friday			
Period	Start	End	Length
Homeroom & Announcements	7:50 am	8:02 am	12 minutes
1	8:03 am	8:46 am	43 minutes
2	8:50 am	9:33 am	43 minutes
3	9:37 am	10:20 am	43 minutes
4	10:24 am	11:07 am	43 minutes
5	11:11 am	11:54 am	43 minutes
6	11:58 am	12:40 pm	42 minutes
Lunch	12:40 pm	1:30 pm	50 minutes
7	1:30 pm	2:00 pm	30 minutes
8	2:00 pm	2:30 pm	30 minutes
9	2:30 pm	3:00 pm	30 minutes

[Bell Schedule Starting Nov. 2](#)

on Monday, November 2. Please be sure to take a look at this new schedule with your child so that he/she/they can ask questions of their teachers if necessary. On Friday we will provide a printed schedule for each student using gloves. We understand that traveling from class to class will be new for our sixth graders, so we will have extra staff on hand to assist with directions, and we, of course, will be lenient with start times and arrivals to classes in new locations.

Please note - the end time for our day will move to 12:40 pm so that we can get the most out of our Period 1-6 learning as possible.

Cleaning and Safety Procedures

Please see the pictures and captions below, which provide details and cleaning information on our student desk shields. Students will clear their desk at the end of each period, and teachers will spray each desk with a district-approved disinfectant. Students will use paper towels to clean the desk, then move to their next period. This way, students will arrive at each classroom with a freshly cleaned desk.

Bathrooms and frequently used door handles will continue to be cleaned every hour. Once we bring all students back into school, we will permit two students at a time in the bathroom, while students waiting in line outside stand in designated six feet apart locations.

Student Schedule and Start Time Changes

In order to provide World Language to our students every day, there will be some necessary student scheduling adjustments. ***There will be no teacher assignment changes.*** The only changes a student may see on his/her/their schedule is one period may be swapped with another period, and classroom location assignments may change. Please note - there are no schedule changes for students with an IEP.

When your student opens their Genesis account on Friday, October 30, they will see these changes. On Halloween Friday, students should follow their regular schedule! The new schedule will begin

We will also be using one-way and two-way traffic flow patterns during period transitions. Staff will assist students in practicing these walking patterns and videos on the morning announcements will reinforce these safety protocols. Hand sanitizing stations are available throughout the building and at the doorway of every classroom. Masks will continue to be worn by all students and staff.



DESK SHIELDS PERIOD 1

Students will start the day with a cleaned desk shield at the first-period desk. The desk shield and desk will have been cleaned and disinfected by the custodial staff.



DESK SHIELDS DURING THE DAY

Students will carry this same desk shield with them all day. The shields are light and easy to transport. At the end of each period desktops will be cleaned by students so each student arrives to a clean desk.



DESK SHIELDS END OF THE DAY

At the end of the day students will leave their desk shield on their period 6 desk and it will be cleaned by the custodial staff to be ready for the next day of school.

Periods 789

During morning announcements this week, we will begin to share all of the changes noted above with students. We will also begin to explain new guidelines for Periods 789. Now that we are close to entering the second marking period, academic expectations and workloads are rising. Students are going to be *required* to attend at least two of the three extended learning periods during periods 789 daily.

- What Work is Done Periods 789?

Remote periods 789 are class time where students can get information clarified, get their work checked, ask questions, and hear explanations from the teacher that may not have been shared during the day. No new content is being taught during periods 789, rather this is a time to get reinforcement and deepen understanding. Students may attend a period briefly then continue to work independently at home, or they may spend the full thirty minutes with a teacher.

- Periods 789 Student Planner Tool

To help students more responsibly choose and attend classes during periods 789 we have created a new [student planner tool](#). We urge you to [watch this video](#) with your student so that you can both understand how this tool can be thoughtfully used. We hope students will use this personalized digital planner each Sunday or Monday to start their week off right and begin to .

- Periods 789 Alert!

Periods 789 - Please note that periods 789 will not run Friday of this week, October 30, and Tuesday of next week, November 3, for core classes (English, math, science, social studies, world language.) These periods are closed for core teachers so that they may prepare for Phase II changes to their in-person and digital classrooms. Period 789 Band, Orchestra, MJS Creates, Chorus, and PE will continue to run on these days.

Daily Student Health Questionnaire

Please continue to fill this questionnaire out daily. This form, which can be accessed via the [parent portal in Genesis](#), must be completed daily for each MJS student by 7:15 am.

We are looking forward to these changes in our program. If you should have any questions, please don't hesitate to reach out at any time.

Brooke Phillips

A handwritten signature in cursive script that reads "Brooke Phillips".

Acting Principal
Madison Junior School