

MADISON ELEMENTARY SCHOOL

A PENN·HARRIS·MADISON SCHOOL



Return to Learn Plan

Principal: Kevin McMillen

Items in this document are not permanent and will be under a cycle of review.

Per the public health order from the St. Joseph County Health Department, staff and students are required to wear a mask that covers the nose and mouth.

Students and staff should do their best to practice social distancing, attempting to maintain six feet between individuals whenever possible.

CATEGORY	CONSIDERATIONS
Arrival	<p>OUTDOOR SUPERVISION:</p> <ul style="list-style-type: none">● Staff will be strategically placed around the building for student safety and supervision. <p>BUSES:</p> <ul style="list-style-type: none">● Upon arrival, buses will unload 1 at a time with supervision. <p>CARS:</p> <ul style="list-style-type: none">● Upon arrival, students will exit their vehicle as directed by staff. Parents are to remain in their vehicles.● Students enter the door closest to their classroom (SIGNS)<ul style="list-style-type: none">○ K, 1, 2 - Door F (students dropped off by north sidewalk)○ 3, 4, 5 - Door D (students dropped off by south sidewalk) <p>UPON ARRIVAL TO CLASSROOMS:</p> <ul style="list-style-type: none">● Students will wash their hands/utilize hand sanitizer.● Lunch boxes will remain in a specified location within the classroom.● Students should bring a water bottle to use throughout the day.
Breakfast	<ul style="list-style-type: none">● Students who eat breakfast at school will have it delivered to the classroom by Food Services. If space allows, students will eat in the cafeteria. Otherwise they will use classrooms.

Restroom Breaks	<ul style="list-style-type: none"> ● Restroom breaks to be determined by each grade level in a schedule that allows social distancing. (K-2; 3-5). ● Handwashing protocols will be emphasized entering and exiting (use of arrows/signs). ● Students will follow the same directional movements for entering and exiting.
Hallway	<ul style="list-style-type: none"> ● Students should stay to the right while in the hallways. ● When 2 people meet at a doorway, the person exiting has the “right of way”. ● Students moving in lines will maintain social distancing. ● Drinking fountains will be used as bottle filling stations only.
Classroom Environment	<ul style="list-style-type: none"> ● All furniture impeding social distancing will be removed from the classroom. ● Shared materials and manipulatives will be sanitized between uses. ● Determine best use of space which allows social distancing. ● Portable/flexible seating allowed/encouraged. <p>SPECIAL AREAS:</p> <ul style="list-style-type: none"> ● IMC: Procedures will be put in place to monitor classroom libraries and allow for safe handling of books. ● PE: Outside when possible ● MUSIC: Shared instruments will be sanitized between uses.
Technology	<ul style="list-style-type: none"> ● Students will be assigned Chromebooks (1:1) and headphones with no common/sharing computers in use. ● Daily sanitizing of devices.
Instructional Practices	<ul style="list-style-type: none"> ● Core instruction will include the consideration for learning gaps. ● Priority given to grade level standards. ● Consider whole group classroom interventions prior to interim/benchmark testing. ● Utilize formative assessments to determine gaps in learning. ● Utilize online formats. ● K-2 Remediation time scheduled (w/support in literacy). ● 3-5 Remediation/Enrichment time scheduled (modified FITS schedule w/tech support for enrichment).
Lunch	<ul style="list-style-type: none"> ● Handwashing protocols will be emphasized both pre & post lunch. ● Masks may be removed once students are socially distanced, seated and ready to eat. ● All seats will be assigned. ● All lunches are pre-packaged (if purchased at school). ● All surfaces disinfected between groups.

<p>Recess</p>	<ul style="list-style-type: none"> ● Playground will be divided into sections: Playground (includes equipment) & Field. The grade levels permitted to use the playground equipment or area will rotate. ● Each area will be sanitized after each use prior to the next group of children. ● Communal sports equipment will not be available for use. ● Students will wash their hands after recess. ● Indoor Recess will be in classrooms (as students eat in the gym).
<p>Dismissal</p>	<ul style="list-style-type: none"> ● Review safe dismissal procedures with students prior to every dismissal. ● Kid's Club students dismissed first. ● Dismiss in a series of clusters by grade levels. Students are walked to Door A (bus) or gym (car). ● Car riders will wait to hear their name called by staff. ● Cars must have name tags hanging off the rear view mirror. ● Parents are to remain in their vehicles during this time.

For information specific to Exceptional Education and Social Emotional Learning (SEL), please reference the P-H-M Return to Learn: District Overview document.