

**Ben Russow - Mason Middle School
Administrative Report
Date: August 13, 2020**

- **We are continuing to do our best to communicate our plan for reopening with our parents and students. We are collecting opt out contracts and creating a list of who will be working virtually to start the fall. Once finished, we will assign a mentor teacher from Mason Middle School that will oversee the communication and learning process.**
- **As of today, we have received opt out contracts from about 25 students. We will continue to accept opt out contracts through next week.**
- **I will be conducting virtual grade level meetings throughout this coming week. We will focus on creating a virtual open house to share with our parents and students prior to school starting. We will begin to advertise our plan once we begin the planning phase.**
- **We are still waiting on direction from the MHSAA on Fall sports for the middle school. We expect decisions to be made within the next 2 weeks.**
- **We are currently scheduling students into our hybrid schedule for this fall. We are monitoring class sizes to ensure we can effectively practice the social distancing mandates. We are a little concerned about numbers in 8th grade, but we are developing a plan to ensure lower class sizes in case we cannot keep numbers below 20. We may be utilizing our computer lab as a virtual classroom to stream live instruction from some of the 8th grade classes. More to follow on this.**