



295 Main Street ♦ Pittsfield, Maine 04967 ♦ 207-487-3355 ♦ FAX 207-487-3512 ♦ www.mci-school.org

Academic Office Tel: 207-487-4453 Fax: 207-679-2798

March 20, 2020

Dear Parents & Guardians:

The faculty and staff at MCI have been working hard to ensure that the excellent education and care that our students experience remains our highest priority. We appreciate your support during these times of uncertainty. I know that these are challenging times and the situation regarding the coronavirus continues to change daily. I am writing again today to inform you that the state of Maine has extended school closure until **April 27, 2020**, at which point another evaluation will occur, if not sooner, regarding the remainder of the academic school year.

The other important details that I wish to share with you are the following options:

If you wish for your child to stay on campus for the period of remote learning, they are permitted to do so— and we welcome them. We know that many of our students are unable to go home or prefer to stay on campus due to coronavirus conditions at home. On campus we will continue to offer on-campus activities, supervision, academic support, library, gym, music studio, art studio, and fitness center, and meals. Travel off campus will become very limited for those who stay on campus as we seek to keep the virus out of our community. We also are forbidding visitors to campus.

If you wish to bring your child home for this period of remote learning, you are permitted to do so. If you do decide to bring your child home, it may not be possible for your student to return to campus after the remote-learning plan due to travel restriction or quarantine periods. If we return to in-person classes, which at this time is unknown, we hope for all students to be in attendance but understand that this may not be possible; thus, remote learning will continue for the remainder of the academic year.

We understand that this is a difficult decision for your family, and we want to make sure you have all the information you need. We ask each of you to consider the options with your student individually. If you decide to have your child stay on campus at this time and at a later date decide to bring them home, that is okay too. Just remember, if students do go home, it may be difficult for them to return to campus later. Please feel free to get in touch with the residential life office and dorm directors, the admissions office, or me, if you have any questions or concerns.

Sincerely,

Christopher M. McDonald
Head of School, Maine Central Institute



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As the parent/guardian of the student listed below, I am requesting that my student return home as soon as possible in this 2019-20 school year. I understand that Maine Central Institute is not requiring my student to return to his/her home country, but I am requesting his/her return. I understand this decision may not be revoked, and Maine Central Institute will not provide any refund of my student's tuition, room and board, or fees.

I also understand that should in-person classes resume, online instruction and remote learning will continue and my son/daughter is expected to continue learning remotely and meeting all of the requirements and expectations for this set forth by their teachers at Maine Central Institute. If my son/daughter cannot regain entry into the country when classes resume due to a travel ban, quarantine, or other visa issue *or* if I decide my student will not return to MCI, we accept responsibility for continued distance learning until the end of the academic year.

I understand that my student will be required to access academic work available on Google Classroom and complete all assignments given by his/her teachers. It will be our student's responsibility to communicate regularly with his/her teachers through email or messaging apps and submit all assignments on time. Students must initiate communication when there are any questions concerning assignments. Failure to turn in the assigned work at any time during the period of remote learning without communication to teachers and/or Maine Central Institute Dean of Academics will result in immediate withdrawal and a failing grade will be recorded for the course(s). Internet access to Maine Central Institute's website and Google Classroom is the family's responsibility.

By signing below, I understand all of these conditions and accept the terms.

Student Name: _____

Student's Signature _____

Parent's Name: _____

Parent Signature: _____

MCI Head of School Signature: _____

Date: _____