



MAINE CENTRAL INSTITUTE

Office of the Head of School

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August 20, 2020

2020 Daily Bell Schedule, Student Discipline Expectations

Dear MCI Families and Students,

I share with you two items in preparation for classes to begin on campus on September 1, 2020. The first is our daily bell schedule, and the second is our conduct expectations for students as we implement new guidelines from the state of Maine.

In order to transport our students safely to campus, we will begin the academic year a bit later than in past years and, as a result, will be ending the day later as well. For teenagers, this adjusted time to a later start is recommended by the [CDC](https://www.cdc.gov). Scientific studies have shown that it allows more time for sleep, which is essential for proper growth and development in teenagers. You may also notice that more time is allocated to advisor meetings. As the pandemic continues and alters our social fabric and learning styles, we feel it essential to guide and to empower our students with strategies and mechanisms to handle the anxiety and the stress of these times. Working in small groups with advisory is one way to support you as we all navigate this together; as such, your attendance in advisory, whether online or in-person, is necessary and expected. We will be providing you with more details next week regarding the daily schedule and academic expectations for our hybrid learning model.

The final document will be added to our Student Handbook, and it has evolved from the new expectations that we have as a community to keep everyone safe amid this pandemic. We all hope that the day will come when this piece of our Handbook can be deleted; however, now is not the time. We take the responsibility of community safety seriously, and we hope you do, too. Please review carefully, and if you have any questions about these expectations, please contact Mr. Dean, jdean@mci-school.org for further clarification. Again, our goal is to provide everyone with a safe re-entry into campus and school life. Thank you for your support – it is most appreciated.

Warm Regards,

Christopher M. McDonald
Head of School

2020-21 Bell Schedule

Hybrid In-Person Days		
Period	Time	Minutes
Advisor	9:00-9:10	10
P1/P5	9:20-10:35	75
P2/P6	10:45-12:00	75
<i>Lunch 1</i>	<i>12:00-12:40</i>	<i>40</i>
P3/P7 B	12:10-1:25	75
P3/P7 A	12:40-1:55	75
<i>Lunch 2</i>	<i>1:25-2:05</i>	<i>40</i>
P4/P8	2:05-3:20	75
Flex/Clubs	3:20-3:50	30

Wednesday Remote Days		
Period	Time	Minutes
School Meeting/Advisor	9:00-9:25	25
AM Office Hours	9:25-10:25	60
World Languages/Special Services	11:00-11:25	25
English	11:25-11:50	25
History	11:50-12:15	25
Math	12:15-12:40	25
Science	12:40-1:05	25
Visual & Performing Arts	1:05-1:30	25
PE, Health, JMG	1:30-1:55	25
PM Office Hours	1:55-2:55	60
Faculty Meetings	2:55-3:55	60

**Boarding student brunch: 10:00-11:00am

COVID-19 Expectations for a Safe School Environment

o Mask/Face Coverings:

Masks/face coverings must meet the standards of the MCI dress code with the covering being appropriate for an educational setting. Mask/face covering is a must while on campus as set forth by the [Maine Department of Education](#):

Masks/Face Coverings - adults, including educators and staff, are required to wear a mask/face covering. Students age five and above are required to wear a mask/face covering that covers their nose and mouth. (updated 7/31/20). Masks are recommended for children ages two to four, when developmentally appropriate. (Updated 7/31/20).

Masks/face coverings must be worn by all students on the bus. Face shields may be an alternative for those students with documented medical or behavioral challenges who are unable to wear masks/face coverings. (Updated 8/12/20).

The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears. Refusing to wear one will result in the student being sent to the Student Life Office. After a discussion with administration, the student will either be sent back to class (with the expectation the mask/covering will be correctly in place), remain in the office for the remainder of the period, or be sent home for the day. If the student needs to be sent home, then a parent/guardian will be required to pick her/him up once contacted by the school. Upon arriving home, the student is expected to continue her/his education for the day via on-line learning. If this behavior continues to be an issue, then a meeting will be held with the parents/guardian, the student, and the administration to evaluate if going fully to on-line learning is the better option for the student.

o Attendance:

Students are expected to be present for class, whether that is being in person or via on-line. If a student is unable to attend a class or school for the day, a phone call is expected to inform the school. If a phone call is not received, then the student will be marked unexcused absent for the day. An automated call will then be generated for both the morning and afternoon classes. Once a parent/guardian call is received (preferably within 24 hours), the absence will be changed from unexcused to excused.

o Physical Distancing:

It is imperative that we do our best at practicing social distancing whenever possible. We understand that “clustering” may happen at times, but when directed to distance oneself from others, students must do their best to separate. Failure to do so will be considered an act of insubordination and appropriate disciplinary procedures will follow as outlined in the Student Handbook.

o Be Respectful and Empathic:

Globally we are in the midst of a pandemic, and the fears and concerns that come with such an event are real and, at times, terrifying. We need to be respectful of those feelings and avoid escalating them for those who are struggling with this pandemic. Making a mockery of anyone in our community due to this situation will not be tolerated. Acts of insensitivity, such as pretending to cough or sneeze on someone, will be handled seriously.

We are fortunate to be able to be back at school, and we need to do everything in our powers to maintain a healthy environment, physically and emotionally, for all to learn.

Thank you for your understanding and support as we prepare for the 2020-2021 school year.