



August 25, 2020

2020 School Opening – Hybrid Learning, Opening Week’s Schedule, Empathy

Dear MCI Families and Students,

This will be our last notification before all students begin a gradual return to campus alphabetically beginning on Tuesday, September 1. Included here is a summary of our reopening plan, which has been shared with you in previous mailings, and the hybrid learning model. You will find our expectations for in-person and remote attendance, remote only protocols, and additional information for SCTC students. Wednesday details and how short weeks due to holidays will be structured is also contained in the attached guidebook. At the end of the document is a link to our year-long calendar. Should you have any questions about the aforementioned, please feel free to reach out to our Academic office.

Recently, the Maine Department of Education created a tool kit to help parents support schools and children during these unpredictable times. I include that link for you [here](#). Some of the resources are ways to motivate children during distance learning, maintaining emotional well-being, and other ways to create a positive learning environment at home. On a lighter note, please take a look at our “A Day in the Life of an MCI Student” [video](#). I thank our volunteer student filmmakers and faculty for helping everyone ease their way safely into this new environment. You can also view the [arrival](#) of our international students this past weekend. After 72 hours, they will be tested for COVID-19. Until we have the results, they are quarantining in the dormitories. Our focus, of course, is safety for all.

In conclusion, I remind you of our theme for the year: **empathy**. We will build upon our *resilience* from last year to become informed and passionate agents of doing what is right for all. If you have the time, I posted further thoughts on the importance of empathy in educating our youth on the [MCI website](#), and I will be sharing these ideas with the students at our opening meetings and throughout the year.

Thanks again for your support and teamwork. Let the journey begin!

Warm Regards,

Christopher M. McDonald  
Head of School

# Maine Central Institute



## Re-opening Plan and Hybrid Learning Model

August 2020

# Introduction

*Mission: MCI engages a multicultural student body with diverse abilities and interests in a rigorous and comprehensive college and career preparatory experience. In a safe and nurturing environment, students develop self-esteem, academic skills, and social responsibility to be thoughtful global citizens and lifelong learners.*

As the COVID-19 pandemic has continued this summer, MCI administration and faculty have been working together to create a meaningful learning experience for our students. Our work has been informed by evolving guidance from the Maine Department of Education and the CDC in the *Framework for Return to Classroom Instruction*. In addition to these guidelines, MCI has surveyed parents and students to gain insight into their views and concerns regarding a return to school. This plan details the work and collaborative effort of our Academic School Day Committee and our Remote Learning Committee. I would like to thank all of our committee members for their hard work and the time they dedicated to help guide and outline our plan, as well as our students and their families for providing valuable feedback to help us reopen MCI safely.

## Academic School Day Committee Members

Allen, Jason	Fitts, Erin	Palonis, Angie
Bailey, Eveline	Gerrie, Jacob	Pomeroy, Adam
Batchelder, Macie	Giallombardo, Scott	Robinson, Lincoln
Bertrand, Tom	Haynie, Andrew	Sawyer, Carissa
Brownell, Ethan	Hughes, Nancy	Susi, Debra
Buys, John	Kingsbury, Tanya	Vassaf, Doan
Chase, Glen	Libby, Jessica	Verrill, Jessica
Cray, Donna	Libby, Mike	Welch, Tia
Fass, Artur	Neal, Dean	Wess, Julie

## Remote Learning Committee Members

Allen, Jason	Fitts, Erin	Pomeroy, Adam
Batchelder, Macie	Gerrie, Jacob	Sawyer, Carissa
Brownell, Ethan	Hammack, Amanda	Susi, Debra
Buys, John	Haynie, Andrew	Vassaf, Doan
Chase, Glen	Hughes, Nancy	Verrill, Jessica
Cray, Donna	Neal, Dean	Watson, Jenny
Duplisea, Michilynn	Ortiz, Wladimir	Welch, Tia
Fass, Artur	Palonis, Angie	Wess, Julie

## 6 Requirements for Safely Opening Schools in the Fall

*Maine Department of Education*

### Symptom Screening at Home Before Coming to School (for all Staff and Students)

Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. Schools should provide information to families in their primary language to support them in conducting this check. Any person showing symptoms must report their symptoms and not be present at school. Schools must provide clear and accessible directions to parents/caregivers and students for reporting symptoms and absences. Parents and students should use the following website for a self-check assessment each morning before coming to school: <https://covid.northernlighthouse.org/covidsportscheck>

### Physical Distancing and Facilities

Adults must maintain 6 feet of distance from others to the extent possible. Maintaining 3 feet of distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements. 6 feet of physical distancing is required for students while eating breakfast and lunch, as students will be unable to wear masks at that time. A “medical isolation space” (separate from the nurse’s office) must be designated for students/staff who exhibit COVID-19 symptoms during the school day. Adequate ventilation is required for classrooms, with schools having flexibility in implementation such as using properly working ventilation systems or outdoor air exchange using fans in open windows or doors. Groups in any one area, room, or classroom must not exceed the Governor’s gathering size limits.

### 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 WRITTEN 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. Written documentation must be provided by the student’s or staff member’s primary care physician.

### Hand Hygiene

All students and staff in a school must receive training in proper hand hygiene. All students and staff must wash hands or use sanitizing gel upon entering the school, before and after eating, before and after donning or removing a face mask, after using the restroom, before and after use of playgrounds and shared equipment, and upon entering and exiting a school bus.

### Personal Protective Equipment

Additional safety precautions are required for school nurses and/or any staff supporting students in close proximity, when distance is not possible, or when students require physical assistance. These precautions must at a minimum include eye protection (e.g., face shield or goggles) **and** a mask/face covering. Classrooms and/or

areas that have been used by an individual diagnosed with Covid-19 must be closed off until thorough cleaning and sanitization takes place.

Return to School after Illness

Sick staff members and students must use home isolation until they meet [criteria for returning to school](#).

## **MCI Safety Protocols for In-Person Instruction**

**Face Coverings:** Masks must be worn by all students and staff and other individuals entering any building for any reason. Safe zones for “mask breaks” are available outdoors for students between classes.

**Face shields may only be used in place of a mask/face covering when the student presents documentation from his/her primary care physician indicating the existence of medical circumstances that prevent wearing a mask/face covering, as outlined by Maine DOE.**

**Social Distancing:** Students will be expected and reminded to practice social distancing to the greatest extent possible, such as maintaining a distance of 6 feet in travel and common areas and no less than 3 feet in the classroom. Staggered release from buildings and clearly marked Entrance and Exit doors will be utilized to minimize student contact in hallways.

**Hygiene Training/Resources for Staff & Students:** Proper handwashing continues to be the best preventative measure for infection control. In addition, hand sanitizer stations and other cleaning supplies will be readily available at the entrances, exits, and other locations throughout our school and classrooms. Training in cleaning/hygiene protocols will be provided to staff during the August professional development days and to students being instructed in-person during the first days of school. Students will be guided to maintain strict adherence to these protocols throughout the school day.

**Home Symptom Screening:** Prior to going to school, staff, students, and parents of students need to determine their health status by conducting a self-check. A screening protocol for this self/home check will be shared with families before the start of school. The protocol will clearly specify when an individual should remain at home as well as further guidance for addressing possible infection. Students who must remain at home due to COVID symptoms/exposure will engage in remote learning whenever possible.

**School Symptom/Suspected COVID Case Response:** MCI nursing staff play a vital role in the health and safety of staff and students. MCI’s school nurse will follow a strict protocol that will be in place to address instances where COVID symptoms present in an individual at school. This will include the designation of an isolation area as well as other responses to prevent further exposure.

# MCI's Hybrid Remote Learning Model

In order to ensure student, faculty, and staff safety and increase physical distance between students on campus, MCI's Hybrid Remote Learning Model will be in effect for the Fall 2020. If it is necessary to extend this model to the Spring semester, parents will be notified by the beginning of January. If it is deemed safe to have all students return to 5 day in-person instruction, MCI reserves the right to return to a more traditional instructional format in the Fall or Spring semester.

Families have the opportunity to communicate preferences or needs with regard to a hybrid or fully remote learning model for their student(s) for one or both semesters; however once assigned, the learning model choice will not be changed until the end of the academic semester except under extreme circumstances as determined by the Head of School and Dean of Academics. A separate survey will be provided for families to indicate their preference. Students will automatically default to hybrid learning if the survey is not completed. The survey link will be available through email and the MCI website on August 25th at 3:00pm.
















## Cohorts

In-Person students will be placed into Cohort A or Cohort B according to the beginning of their last names.

**Cohort A:** Students with last names beginning with **A-L**.

**Cohort B:** Students with last names beginning with **M-Z**.

Exceptions will be made for same-family students whose last names place them in differing Cohorts. Families will not be given a choice of which Cohorts students are placed, as it must be determined by overall student numbers in each group. Accommodations and circumstances will be considered, but the final decision rests with the Dean of Academics.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cohort A (A-L)</b>					
<b>Cohort B (M-Z)</b>					
<b>Cohort C &amp; Cohort D</b>					

**Cohort A:** In-person instruction Monday and Tuesday, remote learning Wednesday, Thursday, and Friday.

**Cohort B:** Remote learning Monday, Tuesday, and Wednesday, in-person instruction Thursday and Friday.

**Cohort C:** Live Remote Only--Family choice for remote learning Monday through Friday.

**Cohort D:** Asynchronous Remote Only--Available only for international students in home countries.

## Technology: iPads and Internet Hotspots

Cohort A/B students will receive iPads on their first day of school. Due to limited availability of hotspot devices, students who have little or no internet connection at home must request to check out a hotspot for use at home for remote learning with Jennifer Watson at [jwatson@mci-school.org](mailto:jwatson@mci-school.org). In addition, Cohort C students may make arrangements to pick up their iPads with Jennifer Watson after September 8, 2020. Cohort C students will need to have access to their own device for the first week of school (September 1-4). Cohort D students will need to have access to their own device and VPN, if necessary, for the duration of their remote learning.

## School Day Structure

MCI will continue to follow the Day 1/Day 2 schedule of previous years. MCI's Academic Calendar with Day 1/Day 2 designations is provided at the end of this document.

Bell Schedule for Hybrid Learning Days

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
Lunch 1	12:00-12:40	40
P3/P7 B	12:10-1:25	75
P3/P7 A	12:40-1:55	75
Lunch 2	1:25-2:05	40
P4/P8	2:05-3:20	75
Flex/Clubs	3:20-3:50	30

### Expectations for Hybrid In-Person and Remote Attendance

Students attending classes in-person will report to school by 9:00am. Students in Cohorts A, B, and C attending remote instruction are expected to participate via Google Meets at the beginning of each class and Advisory. Attendance will be taken by teachers in Powerschool for all local in-person and remote students. If a local 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.

Remote learners in Cohorts A, B, and C will attend live, real-time classes for a shortened class period. Every student is expected to be in class or logged in to Google Meets at the start of class. Remote learners should use the passing period between classes to proactively log in to their next class meeting. All teachers will use Google Classroom and other G Suite tools for class assignments and materials.

### Cohort C: Remote Only Local Students

Students will follow the same bell schedule and will be enrolled in the same classes as their Cohort A/B peers with the difference being that Cohort C students will complete all of their work remotely through Google Classroom and Google Meets with teacher interaction/support. Students will be required to participate in live classes at the appropriate time, as outlined in the bell schedule.

### Cohort D: Out-of-Country International Students

Due to the time difference between MCI and international students in their home countries, Cohort D students will study asynchronously and are not expected to participate in live instruction. International students will access Google Classroom for their assignments and lessons and use email and/or other apps to communicate with their teachers for the duration of their remote learning. Cohort D students are required to check Google Classroom and their emails daily and are expected to submit assignments on time and communicate with their teachers in a timely manner with questions and technical difficulties. Frequent communication between student and teachers is necessary to ensure students are successful in their learning. For students in countries without reliable access to G Suite and other internet-based apps, a stable, reliable VPN is crucial.

### Wednesday Independent Learning Schedule

Wednesdays are an independent learning day when students are required to participate via Google Meets in Advisor at 9:00am, but they are not required to participate in live class instruction. However, teachers are available for student assistance during open office hours in the morning and afternoon, as well as during each department's specific times, as noted on the bell schedule. Students may make in-person appointments with teachers on Wednesdays, but transportation will **not** be provided for students to meet in-person and students may **not** remain on campus longer than their appointment time.

<b>Wednesday: Independent Remote Days</b>		
<b>Period</b>	<b>Time</b>	<b>Minutes</b>
School Meeting/Advisor*	9:00-9:25 (Live)	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

\*Advisor is the only class students must attend live. No other classes will be held live on Wednesdays

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



## SCTC Students: Attendance, Bus Transportation, and Lunch

MSAD 54 SCTC classes begin at 8:30am and release at 11:00am. MCI students will be transported to SCTC at 7:35 and will return to campus at 11:30. Students are not allowed to drive themselves to Skowhegan.

All students enrolled in SCTC will attend their career and technical classes on their scheduled Day 1/Day 2, regardless of their Cohort A/B/C designation, and should meet the SCTC bus in front of Founders no later than 7:30am. Students who need bus transportation to and from MCI on their SCTC days should notify the Dean of Academics to be placed on an early bus route.

Upon their arrival to MCI after their SCTC classes at 11:30am, students should return home if they do not have a class or if it is not their designated Cohort day. Bus transportation to the student's home will be provided for students who require it immediately upon their return to MCI from SCTC at 11:30am.

Lunch will be available for bus riders for pick-up only at 11:45. Students may request a Grab-and-Go box lunch the day before *or* may place a standing order for lunch pickup all year. Students will board the bus to return home by 11:55am. SCTC students who drive to school may remain on campus to eat lunch at 12:00pm, if they choose, or may immediately leave campus upon their return to MCI if they do not have a class in the afternoon. Lunch will not be provided for students returning from SCTC on Wednesdays.

## Junior and Senior Study Hall Periods

Junior and Senior students who maintain a B average or above in **all** of their classes at each reporting period (progress report and quarter averages) may leave campus or return to their dorm rooms during their study hall. Juniors and Seniors must have their own transportation **and** parent permission slips on file if they choose to leave campus. If students' grades drop below 80 in any class, students will be required to attend assigned study halls until their grades improve. The Dean of Academics and the Director of Student Affairs, with consideration by Advisors, will monitor student progress and can revoke this privilege for students who do not maintain the required grades.

Junior and Senior students who have a Period 1 or Period 5 study hall may arrive on campus later in the morning for their Period 2 or Period 6 class if they have their own transportation **and** parent permission slips on file. **Students are still responsible for participating remotely to their Advisor at 9:00am via Google Meets.**

## Flex/Club Attendance

Students who do not need tutorials, who do not need to meet with a teacher, and who do not have a club or activity during Flex/Club times may leave campus after Period 4 or Period 8 ends. However, students in need of assistance or who need to improve their grades should remain on campus to seek additional help for their coursework.

## Wednesdays on Short Weeks due to Holidays

All weeks when a holiday falls on Monday or Friday, students will attend school in-person on Wednesdays.

- Weeks when the holiday falls on a Monday, Cohort A will attend in-person classes on Tuesday and Wednesday.
- Weeks when the holiday falls on a Friday, Cohort B will attend in-person classes on Wednesday and Thursday.
- Cohort C are expected to attend live instruction on Wednesday; Cohort D students are expected to access Google Classroom and their emails on Wednesday and submit assignments on time.

## Schedule for the First Two Weeks of School

### September 1-4

Cohort A/B students will not be required to attend remotely on their non-cohort day. ***Cohort C students will attend remotely on the appropriate day according to their last name***, i.e. a Cohort C new student with the last name beginning with A-L will attend remotely on September 1st. Cohort D students will communicate with their Advisor and teachers via email and Google Classroom prior to September 8th. Student schedules will be available via Powerschool login and students may find the Google Meet link in Google Classroom.

Tuesday, September 1st:	New Student Cohort A & C (A-L) students
Wednesday, September 2nd:	All Student Cohort A & C (A-L) students
Thursday, September 3rd:	New Student Cohort B & C (M-Z) students
Friday, September 4th:	All Student Cohort B & C (M-Z) students

For the first week of school, all students may wear casual/relaxed dress. Shorts and t-shirts are acceptable. All students should also bring their backpacks to school.

**“New Student” Days:** new students will arrive on campus and report to the football field bleachers, weather permitting. Students will be greeted by faculty, counselors, and administrators, and then will leave to meet in their Advisory class. In case of inclement weather, students should report to Parks Gym. Cohort C students will log in to their Advisor at 9:30am.

**“All Student” Days:** students will report directly to their Advisory class. Cohort C students will log in to their Advisor via Google Meets at 9:00am. Students may find their Advisor and class schedule in Powerschool and the Google Meets link in Google Classroom. If you need assistance accessing Powerschool, please contact Donna Cray at [dcray@mci-school.org](mailto:dcray@mci-school.org) or Jennifer Watson at [jwatson@mci-school.org](mailto:jwatson@mci-school.org).

### September 8-11

Cohort A/B students will attend in-person classes on the following days. Cohort C students will attend live classes remotely each day. Cohort D students will access Google Classroom and their emails daily.

Tuesday, September 8th: Cohort A in-person, Cohorts B/C/D remote  
 Wednesday, September 9th: Cohort A in-person, Cohorts B/C/D remote  
 Thursday, September 10th: Cohort B in-person, Cohorts A/C/D remote  
 Friday, September 11th: Cohort B in-person, Cohorts A/C/D remote

### Week of September 14th

We will begin regularly scheduled classes with Cohort A attending in-person on Mondays and Tuesdays, Cohort B attending in-person on Thursday and Fridays, and remote Wednesdays for all students. Cohort C students will attend live remote classes on Monday, Tuesday, Thursday, and Friday. Cohort D students will access Google Classroom and their emails daily.

### September Calendar:

September 2020				
M	T	W	T	F
	1 A New Student Cohort A	2 (D1) A All Student Cohort A. First day of school for Day 1 SCTC	3 (D2) B New Student Cohort B. First day of school for Day 2 SCTC	4 (D1) B All Student Cohort B. Day 1 for SCTC
7 Labor Day No School	8 (D2) A	9 (D1) A No Remote Wednesday	10 (D2) B	11 (D1) B
14 (D2) A	15 (D1) A	16 (D2) Remote	17 (D1) B	18 (D2) B
21 (D1) A	22 (D2) A	23 (D1) Remote	24 (D2) B	25 (D1) B
28 (D2) A	29 (D1) A	30 (D2) Remote		D1=Day 1 D2=Day 2 A=Cohort A B=Cohort B

### Full Year Academic Calendar

You may access the [2020-21 Academic Calendar here](#).