



March 9, 2021

Dear Parents/Guardians,

MCI is pleased to announce that we will return to in-person learning beginning **Monday, March 15, 2021**. Classes will be held in person on Monday, Tuesday, Thursday, and Friday. Wednesdays will remain an at-home, independent learning day for in-person students. We will continue to offer remote learning for families who choose to keep their student(s) home due to health concerns.

As we have done all year, MCI will enforce all COVID-19 mitigation protocols as outlined by the CDC and Maine DOE. These include:

1. Proper mask-wearing that covers the nose and mouth
2. Hand hygiene
3. Social distancing of 3 feet among students in classrooms, 6 feet in band/choir classes
4. Cleaning and ventilation
5. Contact tracing

The success of 4 day in-person classes relies on parents/guardians monitoring their student's health and keeping their child at home if he/she feels unwell or exhibits symptoms of COVID-19, which include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting, or diarrhea

If your student exhibits symptoms of or receives a positive COVID-19 test result, please notify Adrienne Baker, the school nurse, at abaker@mci-school.org.

In-person students may have class location changes, monitored satellite locations for instruction, and/or class schedule changes to balance class sizes. Students should check their schedule on Monday and Tuesday in case of changes; however, the Academic Office will also notify students via email if they have a schedule change.

Cohort C (local remote students) will find some changes to their learning model and schedules. These changes include:

1. Students are required to log in at the beginning of Advisory and each class for attendance purposes. Cameras will be required to be turned on for attendance. Students who do not join classes will receive an unexcused absence, may earn 0s for assignments, and parents will receive a call from the attendance office.
2. The time spent online for each class may vary by content area with some classes operating asynchronously (without live instruction) and other classes operating synchronously (live instruction).

3. Remote students will have study halls removed from their course schedule. No new classes will be assigned; rather, students will simply not have a period reflected in their schedule for that time frame.
4. Remote students are ineligible to take specific courses in PE, lab sciences, engineering courses, and certain fine arts classes. For new remote learners, parents may contact your student's academic counselor if you have questions or to discuss course options and schedule changes.
5. Remote students will be required to attend **mandatory virtual classes on Wednesdays** for dedicated assistance and instruction. Students who do not join remote classes will receive an unexcused absence. Parents must contact John Dean to excuse Wednesday absences.

Cohort D (off campus international remote students) will continue to operate fully asynchronously with students required to check in with their Advisor and teachers each week. An Academic Plan, created in conjunction with the student's teachers, must be on file with the Academic Office. Cohort D students also will have study halls removed from their course schedule. No new classes will be assigned in their place.

Wednesday schedule and requirements

The updated Wednesday schedule is attached at the end of this letter. This day is designed to provide dedicated time for teachers and remote students in one-on-one instruction and check-ins. Most students struggle with remote learning success; however, through this model, we can provide focused academic support for our remote learners.

In-person students are required to join Advisory and the school meeting at 9:00am on Wednesdays but are **not** required to join virtual classes. Flex Time (3:20-3:50) on regular school days should be utilized for tutorials and additional support for in-person students.

Cohort C students must join Advisory, school meeting, and their Periods 1-8 classes via Google Meet each Wednesday. **Cohort D** students must check in weekly with their Advisors and teachers according to their Academic Plan.

As always, if your student will be absent from in-person OR online classes, parents must contact Mr. Dean to excuse the absence. Failure to do so will result in an unexcused absence for the student and possible zeroes (0) earned on assignments for that day.

If you have questions about in-person or remote classes, please contact Eveline Bailey at ebailey@mci-school.org.

If you have questions about your student's schedule or need to discuss a new remote learner's schedule, please contact our academic counselors:

Kirsten Pomeroy, A-N, Private Day students: kpomeroy@mci-school.org

Scott Giallombardo, O-Z, Boarding/International students: sgiallombardo@mci-school.org

Sincerely,

Eveline M. Bailey
Dean of Academics
Maine Central Institute
(207) 487-4453
ebailey@mci-school.org

Monday, Tuesday, Thursday & Friday Schedule

All students will attend classes in person and online according to our regular bell schedule. Buses will continue to run at their regularly scheduled time.

Bell Schedule		
Period	Time	Minutes
Advisor/School Meeting	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

Cohort C Remote Wednesday

Cohort C Remote Wednesday Schedule*		
Period	Time	Minutes
Advisor/School Meeting (All MCI Students)	9:00-9:30	30
1st	9:30-9:45	15
2nd	9:50-10:05	15
3rd	10:10-10:25	15
4th	10:30-10:45	15
Student/Faculty Screen break	10:45-11:00	15 (20)
5th	11:05-11:20	15
6th	11:25-11:40	15
7th	11:45-12:00	15
8th	12:00-12:15	15
End of day	12:15	

In-person and Cohort C students are required to log in each Wednesday for Advisory and school meeting. International students in their home countries are not required to join Advisory or school meeting but must check in with their teachers each week.

**Cohort C SCTC students should make arrangements to meet with their teachers on Wednesdays after they have returned from SCTC.*