



What to expect on the first day of school!

Welcome back! Although everything around us looks different, we are thrilled to start the school year with you. We know there are many questions, uncertainties, excitement and mixed emotions as we begin the year. Please know we are all in this together and are committed to helping our students grow in faith, friendships and academics.

We ask that you pray for us as we finalize our preparations, guided by compassion and understanding, that this year, more than any other year, we all need to be flexible and caring. We know that there will be plans that will need to be adjusted and we may need to pivot at a moment's notice. Let us be kind. Let us be considerate. Let us be patient. Let us meet each other- parent, student, and teacher alike- where we are, together, and walk these next steps.

We encourage you all as families to help us begin this school year with safety. Please wear masks and practice social distancing, teach your children good hand-washing skills, and practice wearing a face mask-covering both nose and mouth. This will help them be ready for this at our school campuses. It is through this sense of collective responsibility and shared community resilience that we will persevere this year. I have every hope and deep conviction that this is going to be an amazing year, and we thank you for entrusting us with your child's education.

With that being said, we wanted to provide you with a description of what you can expect in the first days of school. We ask that you read this email carefully!

Ancora Imparo.

Kyle Kubik
MCES Executive Principal

Health & Safety Protocols

We have outlined a strong plan to keep students, faculty and staff as healthy as possible, including additional cleaning, PPE and protocols for identifying and containing COVID-19. These can be found in our [back to school plan](#) and [COVID-19 Handbook](#).

Class Placements & Middle School Schedules

Class placements for Preschool through 5th Grade were emailed early this week. If you did not receive them, please call your campus office. For our 6th-8th graders, your schedules will be available on PowerSchool today. If you cannot access PowerSchool, please call 734-241-3377 to obtain access. Printed schedules will be given to students at the start of the day on Monday. No middle school schedules will be changed.

Before arriving to school:

All families must fill out a COVID-19 Monitoring Form at the following link for each child: [CLICK HERE](#).

What to expect when you arrive at school:

No students should arrive before 7:30, unless using St. Michael Campus latchkey. We ask that everyone remains in their cars and pulls up to a teacher or staff member that will be there to welcome you. When you reach a teacher, they will quickly take your child's temperature. Once they have the go-ahead, you can pull away and they will join their class.

- **No parents/visitors will be allowed into the school building.** We will have all of our faculty & staff ready and willing to welcome your children!
- Please do not park your vehicle.
- Please be patient while we work out the kinks of this new process.

If you are utilizing the Shuttle Bus: Please drop your children off by 7:33 at the latest. Buses will depart promptly at 7:35. It is best if you have them to campus by 7:30. Shuttle bus students will gather outdoors with the other students.

Please review the [complete arrival and dismissal procedures here](#). It is **VITAL** that all families adhere to these procedures for the safety and well being of students, faculty, and staff.

Late Arrival/Early Dismissal:

- If your child is arriving late to school (after 7:50 am), please call your campus office and a member of staff will meet you at the door.
- If your child is leaving early, please call your campus office and a member of the staff will call them down and walk them to the door, where we will ask you to sign them out.

What to expect in the hallways:

- There are many directional signs and arrows posted at all three campuses. Students will practice social distancing and wear masks in the hallways.
- Teachers will be reviewing and practicing all of the hallway behaviors with their students as we transition into the school year.
- Bathrooms are separated by grade to limit contact between grade levels.

What to expect in the classrooms:

- Teachers and staff have worked to provide social distancing within the classroom by spacing furniture further apart and providing distance between seats. Students will be distanced as much as possible in the classrooms.
- **6th-8th Grade students are required to wear their masks in the classrooms.** The teachers will be taking students outdoors whenever possible, while maintaining social distancing, to allow students to remove masks.
- **Preschool through 5th Grade classes** will be permitted to remove their masks while in their homeroom classrooms. They are allowed and strongly encouraged to wear masks while in the homeroom classroom. When in hallways, common areas, and bathrooms, they will be required to wear their masks.
- **All students should bring two to three masks in a labeled ziplock bag** to allow them to change and have a clean storage area. Masks should be washed nightly.
- Teachers will also be wearing masks daily, covering nose and mouth. They, too, can remove their mask when outdoors, if practicing social distancing.

What to expect for lunches and recess:

- All students should bring a packed lunch and will be eating in their classroom.
- Nothing microwavable should be sent.
- Those students with a food allergy will be provided an alternative eating location and the classrooms will be thoroughly wiped down after eating.
- Students must stay seated throughout the lunch break; if they get up at any time, they will need to put on their mask.
- **All students should bring a filled water bottle**, labeled with their name daily. Water fountains are for filling bottles only. Students will be instructed not to drink out of them.
- Students in Preschool through 5th Grade will still go to recess. Since they go to recess with their own homeroom class only, they will be permitted to remove their mask during that time.

What to expect for middle school class exchange:

- Teachers will ensure only one class is in the hallway at a time, collecting their items from their lockers.
- Students will be told to bring several classes' worth of materials with them so they have to go to their locker infrequently.
- Classrooms with 2 doors will have an in and out door to help with flow of traffic.
- During the exchange period- which has been lengthened to 5 minutes- desks will be sanitized by the teachers.
- Students are expected to be patient and follow directions.

What to expect for Morning Assembly & Masses:

- Morning Assembly will still take place virtually on Mr. Kubik's YouTube page. You are welcome to join in at 7:55 am!
- Masses will be livestreamed into our classrooms. We will be scheduling a rotation of classes to attend Mass, in person- socially distanced and wearing masks.

What to expect at afternoon dismissal:

- Dismissal at MCES always requires a great deal of organization and planning. This year, we are doing our best to enact a staged dismissal process to limit the gathering of students. We ask that you adhere to the times below. This will only work if everyone follows directions and is respectful of one another.
- **St. Michael Campus:**
 - **Preschool:** will dismiss at 2:20. Any siblings in St. Michael Campus will also be dismissed. Those awaiting shuttle bus riders will wait along the wall of the school.
 - **Young 5s, Kindergarten & 1st Grade:** will dismiss at 2:30. Any students awaiting shuttle bus riders will line up along the wall.
 - **Shuttle Bus & Siblings:** will dismiss at 2:40. Hand sanitizer on arrival. Join their siblings in the parking lot.
- **St. John Campus:**
 - **Shuttle Bus:** Those riding shuttle bus will line up in the front exit in a socially distanced line. Hand sanitizer will be distributed.
 - **Car (no shuttle bus siblings):** will dismiss directly to the parking lot at 2:30.
 - **Car (awaiting shuttle bus siblings):** will line up in the courtyard (socially distanced) and wait for their siblings. In poor weather, they will stand in the gym socially distanced.
- **St. Mary Campus:**
 - **By Shuttle Bus:** Students will be dismissed from class at 2:25 and meet the shuttle bus coordinator teacher at the South Wing Doors. They will exit together. Hand sanitizer will be provided.
 - **5th & 6th Grade (and siblings in 7th/8th):** will be dismissed at 2:30.
 - **7th & 8th Grade:** will be dismissed at 2:35.
 - Those waiting for shuttle bus riders will line up along the gym wall.
 - All students will stand in the parking lot (coned off area) with family members, socially distanced.

We know all of these policies and procedures represent a big change from the norm, but we are confident that if everyone works together, they will be successful. Thank you for joining MCES for the new school year! We look forward to seeing all of our students- both in-person and in the FLO Option! Please join us in praying for a successful school year.

For all other COVID-19 Policies & Procedures, please review our [COVID-19 Handbook](#) thoroughly.