

Monroe Catholic Elementary Schools

Main Office:
151 N. Monroe St.
Monroe, MI 48162
www.mcesmonroe.com
734-241-6335

Dear 3rd through 5th Grade Families,

We know that the temporary pause on in-person learning creates challenges for your family and we, as the MCES Teachers and Staff, will do our best to make this as easy a transition as possible. We have met as a group and reviewed the Archdiocese of Detroit expectations for virtual learning.

Our primary means of communication with you during this time will be a combination of our Google Classroom/MCES Emails and physical packets (3rd & 4th Grade) available in a box outside the schools. We ask that you pick up the packet on Mondays. If there is no packet, we will make you aware through our class announcements. 5th Grade will specifically use Google Classroom.

If your child still needs to borrow technology, please fill out [this form](#). These can be picked up on Friday, November 20th between 7:30am and 3:15pm.

Technology is vital, as we will be utilizing the Google Suite for our communications, synchronous interactions, and asynchronous delivery of materials.

We will readily communicate with our classes regarding expectations and schedules. Please expect the following:

- Attendance to be taken in each synchronous Google Meets session
- Weekly information about lesson plans and learning expectations.
- A daily, class morning meeting (approximately 30 minutes) on Google Meets.
- A Daily check in on Google Meets around lunchtime to see how the day is going. This will also include daily religious instruction.
- Recorded videos of instruction and learning materials provided for Math, Literacy, Science, & Social Studies.
- Synchronous Math and Literacy lessons on Google Meets (schedule to be provided by each teacher).
- Office Hours in the afternoon

For those students that work with Mrs. Applin or Mr. Skidmore, they will be reaching out to provide intervention services. Their focus will be on those with IEP/Service Plans/504 Plans.

Please read the following guidelines for appropriate behavior and etiquette during our online learning phase.



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"Netiquette" aka Etiquette for Digital Learning (on the net!):

1. Participate in class discussions with appropriate, academic language. Make sure to use proper punctuation, spelling, and tone in written discussions.
2. Video Conference calls and any Video Submissions should take place in common rooms of your home, with a parent present (or nearby) and in appropriate dress code (i.e. no pajamas). Please ensure a quiet and focused environment for both yourself and other participants.
3. Be patient, if you have questions contact your teacher and then allow 24 hours for them to respond. If you cannot continue working without their help, move onto another subject and return to your assignment once you've received help.
4. Ensure that the image associated with your account is an appropriate picture of yourself, a stock image provided by Google, or that no image is selected. No images of other people should be uploaded on your profile.
5. When signing into Google Meets, ensure your participant name reads your name or your parent's name. No nick-names, inappropriate language, etc. should be listed. Any names not recognizable as a student or parent will not be admitted into the Google Meets room.
6. Live Google Meets sessions should be treated just like in-person classes. Please be on your best classroom behavior including patiently waiting your turn, following all directions the first time, and participating and engaging with your teacher and class.

Also, the following will be provided for all MCES students:

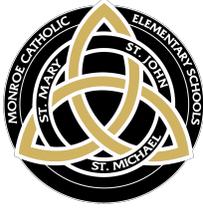
- Daily Morning Assembly on Facebook ([click here](#)).
- Weekly School Mass offered on Facebook Live ([click here](#)).

We ask for your patience as we navigate the virtual learning program. We are very excited to "see" our students virtually! If you have any questions, please do not hesitate to reach out to us.

Thank you for working with us,

Mrs. Jones, jones@monroecatholicschools.com

Mrs. McNamee, mcnamee@monroecatholicschools.com



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