

## Monroe Catholic Elementary Schools

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

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Dear 6th-8th 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.

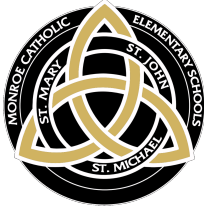
Our primary means of communication with our students will be from Google Classroom and the students' official MCES Emails.

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 and participation will be required.
- Google Classroom will be the main form of communication for all courses and teachers.
- Weekly information about lesson plans and learning expectations from the teachers.
- A daily check in for each homeroom class, at 8:00 am.
- A block schedule of classes outlined below. Teachers will be present for the full time below and the class will consist of instruction, checks for understanding, and support.
- Electives will be asynchronous, with learning materials and assessments provided each week on Google Classroom. Students should work on these electives when they do not have other classes scheduled.



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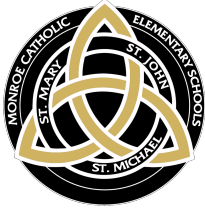
Time	Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:00-8:10</b>	Homeroom	Homeroom	Homeroom	Homeroom	Planning
<b>8:15-9:15</b>	6-ELA 7-ELA 8-Math	6-Science 7-PE 8-SS	6-ELA 7-ELA 8-Math	6-Science 7-PE 8-SS	Office Hours/Small Group
<b>9:20-10:20</b>	6-Math 7-Religion 8-ELA	6-SS 7-Science 8-PE 8-Algebra	6-Math 7-Religion 8-ELA	6-SS 7-Science 8-PE 8-Algebra	Office Hours/Small Group
<b>10:25-11:25</b>	6,8-Religion 7-Math	6-PE 7-SS 8-Science	6,8-Religion 7-Math	6-PE 7-SS 8-Science	Planning
<b>11:30-12:30</b>	Lunch/Break	Lunch/Break	Lunch/Break	Lunch/Break	Lunch/Break
<b>12:30-1:15</b>	All Teachers Office Hours	All Teachers Office Hours	All Teachers Office Hours	All Teachers Office Hours	All Teachers Office Hours
<b>1:15-2:15</b>	7-French Semester 7-Spanish Semester	8-French Full Year 8-Spanish Semester 8-Spanish Full Year	7-French Semester 7-Spanish Semester	8-French Full Year 8-Spanish Semester 8-Spanish Full Year	Planning

Teachers will have live office hours each day after lunch and on Fridays. These will be available on the Google Meet links they provide. Please see the schedule above. We encourage all our students to take advantage of these office hours to ensure they are grasping content.

A few important reminders about online learning for our middle school students:

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

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



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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.

For those students that work with Mr. Skidmore, he will be reaching out to provide intervention services. His focus will be on those with IEP/Service Plans/504 Plans.

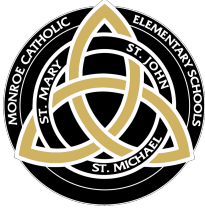
Also, the following will be provided for all MCES students:

- 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. If you have any questions, please do not hesitate to reach out to us.

Thank you!

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