



MCES COVID-19 HANDBOOK

Updated 8/6/20

Dear MCES Families,

In addition to our [Parent-Student Handbook](#), MCES has created a COVID-19 Handbook outlining policies and procedures in wake of the current pandemic. All of the following policies and procedures are in response to the State of Michigan Return to School Roadmap and Archdiocese of Detroit reentry guidelines. Our Return to School Committee and Instructional Committee have taken every effort to ensure we embark on a successful transition to the 2020-2021 School Year.

We thank you for your patience, as many of these policies and procedures take extra time and are planning.

Please take time to review all of the policies and procedures found in this handbook. Though not exhaustive, we have made an attempt to address a wide range of issues our faculty and staff will face with in-person instruction this fall.

Upon reading this, please fill out, separate and return this page with the rest of your back to school packet.

I have reviewed the Monroe Catholic Elementary Schools' COVID-19 Handbook and agree to abide by all policies, procedures, and expectations.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Name(s)	Grade(s)
_____	_____
_____	_____
_____	_____
_____	_____

Tuition Refund Policy

- Families who voluntarily withdraw forfeit all fees and financial assistance. Net tuition will be refunded as follows:
 - Withdraw week 1: 90% net semester tuition
 - Withdraw week 2 & 3: 75% net semester tuition
 - Withdraw week 4 & 5: 50% net semester tuition
 - Withdraw weeks 6 & 7: 25% net semester tuition
 - Withdraw week 8 and after : 0% tuition refund

If you are choosing not to return for the 2020-2021 school year, please contact Mrs. Hussey (Hussey@monroecatholicschools.com) as soon as possible.

Potential Re-enrollment Policy

- If a family chooses to withdraw enrollment before or during the 2020-2021 school year, they will only be allowed to re-enroll at the beginning of a new academic quarter. However, the school cannot guarantee that the spot will still be available for re-enrollment. If there is a waitlist for a specific grade, it will be used to fill any vacant spots if a student withdraws. We currently have a waitlist for almost every grade.

Re-enrollment for the 2021-2022 Academic Year

- If a family chooses to withdraw enrollment during the 2020-2021 school year, they will be given preferential re-enrollment status for the following school year if there are spots still available. The school cannot guarantee that their spot will be available for re-enrollment.

PPE & Mask Requirements

- All students will be required to wear a face mask when entering the school buildings. We ask that each student bring 2 or 3 personal masks daily in a zipper bag labeled with their name.
- Students in PreK-5th grade will be required to wear a mask when in the hallway, bathroom, or common space and can remove their mask when in their homeroom. A clean storing procedure is being established.
- Students in 6th-8th grades will be required to wear a mask at all times- except when eating or if unable to medically tolerate.
- Faculty and staff will be required to wear a mask at all times- except when eating or if unable to medically tolerate.
- Mask Requirements:
 - Fabric Masks (homemade or store bought)
 - Washed daily
 - Covers both nose and mouth
 - Disposable Masks
 - Level 1/Basic surgical grade
 - Disposed of daily
 - Covers both nose and mouth
 - Shields are currently not accepted as an approved form of PPE.

- If a parent is seeking an exemption from the mask requirement: Parents will need to go to their child's primary care physician, present the Archdiocese of Detroit plan that is on the website, and the physician will need to state on their letterhead that after reviewing our AOD safety protocols, a waiver should still be granted because of an underlying medical condition (which does not need to be disclosed).

Cleaning/Sanitizing

- Frequently touched surfaces including light switches, doors, and bathrooms will undergo cleaning at least every four hours.
- Classrooms will undergo cleaning after every class period or when cohorts (homeroom classes) change classrooms.
- Student desks will be wiped down when cohorts change classrooms and throughout the school day.
- Ensure safe and correct use and storage of cleaning and disinfection products.
- Staff will wear gloves and a face covering when performing all cleaning activities.

Hygiene

- Staff will teach and reinforce handwashing procedures with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- The teachers will provide frequent breaks for handwashing with soap/water.
- Additional hand sanitizing stations have been added throughout the building.
- Staff and students will be educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques. Students will be encouraged to not touch their face.
- MCES staff will systematically and frequently check and refill soap and hand sanitizers.
- The sharing of personal items and supplies such as writing utensils will be limited. If items are shared, they will be sanitized.
- At Home: Encourage and reinforce handwashing with soap and water for at least 20 seconds; discuss the importance of not touching your face; and wash cloth masks after each daily use.

Screening

- Parents will fill out a daily COVID-19 Monitoring Form before arriving at school.
- Parents should take their child's temperature daily.
 - Faculty will have touchless thermometers to monitor student temperature throughout the day.
- Faculty & Staff will be screened daily.
- Strict records will be kept of all individuals entering and exiting the building.
- We have identified a quarantine area to care for students and staff who develop signs and symptoms of COVID 19.

- Symptomatic students and staff will be sent home and stay home until they have tested negative or have completely recovered based on CDC and local health department guidelines.

Positive Cases

- Symptomatic students and staff will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- The school families will be notified of the homeroom in which the presence of any laboratory positive or clinically diagnosed cases of COVID-19 exists. This is to encourage closer observation for any symptoms at home.
- MCES will cooperate with the local public health department if a confirmed case of COVID-19 is identified.
- Local health officials, staff, and students will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

Protocol for Positive Cases

- If a child or parent tests positive for COVID-19, all MCES students in the family must quarantine for 14 days.
 - We will provide all students the academic materials they are missing while in quarantine (work will be posted on Google Classroom to be accessed at home).
 - Further academic support (i.e. instructional recordings, Google Meets conferences, etc.) will be provided on a case-by-case basis. The school administration will discuss an individualized plan if/when quarantine is necessary.
 - If the child is sick, they will have 14 days after returning to school to complete and submit their work, as per our absent policy.
 - Any child that is required to quarantine, but is not ill must complete and submit their work immediately upon returning to school unless they are able to virtually submit it while they are at home. These expectations will be communicated by the teacher.
 - In regards to the staff and other students' possible exposure, we will follow the guidance of the Monroe County Health Department.
- If a teacher tests positive for COVID-19, they will quarantine for 14 days.
 - The school will do its best to provide a consistent substitute during their absence.
 - Any students that are instructed by that teacher will have additional screening by a staff member prior to entering the school building for 14 days after the teacher's positive test result.
 - The other teachers and staff members in the building will have additional screening by a member of the office staff prior to entering the school building for 14 days after the teacher's positive test result.
- If you feel that you or your child has been exposed to COVID-19 at any time, we encourage you to get tested. Many individuals that carry the virus are asymptomatic, so even if you are not experiencing symptoms, we still encourage you to get tested.

Spacing

- Unnecessary furniture will be removed to allow for more personal space for the students.
- Students will be spaced as far out as possible.
- Alternate spaces may be used for larger classes.
- Signs will be posted to encourage social distancing.
- Signs will be posted on the walls of restrooms to encourage hand washing techniques.
- Recess times are staggered to prevent overlap of cohorts.

Modifications

- Hallways and stairwells will have signage for flow of traffic and to encourage social distancing.
- All water fountains will be bottle filling stations only.
- Students will maintain their own classroom supplies in their desk and backpack. No communal supplies (such as crayons, glue sticks, etc.) will be used this year.
- Classroom Manipulatives and textbooks will be cleaned after use. Sharing will be limited.
- Teachers will move classrooms and transitions between rooms will be limited for students.
- Transitions between classes will be slightly staggered to limit passing time in the hallways. This will require utilizing both doors in each classroom. One door is identified as the “IN” door and one the “OUT” door.
- Grade levels are assigned a bathroom; they should always use that same bathroom.

Visitors

- Entrance to the school is restricted to students and staff only, except under extenuating circumstances.
- Please call the offices when dropping off students late or picking them up early. All lunches should be sent with children to school. Please do not drop off if at all possible.
- If a visit into the building is permitted:
 - Please fill out the COVID-19 Monitoring Form.
 - Face mask, covering nose and mouth, is required.
 - Use hand sanitizer upon entering.

Weekly Masses

- Mass is the most important part of our week together, when our campuses gather together and pray.
- Current restrictions on capacity do not allow for our student body to attend Mass.
- Weekly Mass will be live-streamed to our homerooms on the following schedule:
 - St. Michael: Mondays at 8:15
 - St. John: Tuesdays at 8:15
 - St. Mary: Fridays at **8:45**

Specials Classes

- Music, Art & Technology: will be taught in the students' homeroom.
 - All supplies will be sanitized between use.
- Physical Education: will take place outdoors, weather permitting.
 - If weather conditions do not allow:
 - PE will take place in the gym (with social distancing & face coverings) or in the classroom, where health topics will be discussed.
 - All used equipment will be sanitized.

Mental & Emotional Health

- Our campus interventionists will be designated mental health liaisons who will work with our community partners to ensure our students and faculty are supported.
- We will develop a communication channel for school staff and families to address mental health concerns resulting from COVID-19.
- Our staff will be provided timely, responsive and ongoing training and professional development for the benefit of themselves and their students.

Intervention Program

- Our campus interventionists will continue to work with their identified students to keep them moving forward.
- Students with Non-public school service plans and 504s will have those updated throughout the school year.

Progress Monitoring

- Students will continue to be monitored using the Renaissance Star 360 assessment and the Developmental Reading Assessment.
- We are expanding our online learning and assessment platforms, providing more students with G-Suite Email Accounts and a new online assessment platform: IXL, which will support Reading and Math Learning.

Lunch

- **St. Michael Campus:** students will eat in their own classroom. Parent volunteers will be requested (screened when they enter the building). If parents are unavailable, teachers will need to eat with their classes. This can be done in rotation with help of the classroom aide.
- **St. John Campus:** Students will eat in the classrooms. Parent volunteers will supervise. If parents are unavailable, teachers will cover on a rotation.
- **St. Mary:** Students will eat in their classroom with their homeroom teacher. We will seek out volunteers in order to give the teachers a lunch break.

Arrival & Dismissal Procedures

St. Michael Campus

- **Arrival (face masks required):**

- **Car:** unless using AM latchkey, all students should arrive after 7:30 am. Faculty & Staff will be present to welcome students and ensure the health check is completed. Masks are required.
 - **Preschool:** will line up (socially distanced) in the hallway.
 - **Young 5s:** will line up against the wall in the playground.
 - **Kindergarten & 1st Grade:** will line up in the area between the Church & school.
 - **The drop off circle** will enter and exit by the main driveway. The alley will not be used.
- **Awaiting Shuttle Bus:** Students will wear a mask and wait in the area nearest the entrance door (cone storage area). When leaving to get on the shuttle bus, they will walk around the school outside. They will be given hand sanitizer when boarding the bus.
- **Arriving on Shuttle Bus:** Students will be given hand sanitizer when exiting the bus. They will join their class in the parking lot.
- **Late Arrivals:** Teachers will take their classes to their classrooms at 7:50. Any students arriving after this time will need to call the school office and a member of staff will meet them at the door.
- **Dismissal (face masks required):**
 - **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.
 - **MPS Bus:** Exit via the O'Brien St. Door at 2:30.

St. John Campus:

- **Arrival (face masks required):**
 - **Car:** unless using AM latchkey at St. Michael, all students should arrive after 7:30 am. Faculty & Staff will be present to welcome students and ensure the health check is completed. Masks are required.
 - Students will gather by grade, in a socially distanced line.
 - **Awaiting Shuttle Bus:** Students will wear a mask and wait in the area nearest the entrance door (cone storage area). When leaving to get on the shuttle bus, they will walk around the school outside. They will be given hand sanitizer when boarding the bus.
 - **Arriving on Shuttle Bus:** Students will be given hand sanitizer when exiting the bus. They will join their class in the courtyard.
 - **Late Arrivals:** Teachers will take their classes to their classrooms at 7:50. Any students arriving after this time will need to call the school office and a member of staff will meet them at the door.
- **Dismissal (face masks required):**

- **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.
- **MPS Bus:** Line up in courtyard with teacher. Walk over.

St. Mary

- **Arrival (face masks required):**
 - **By Car:** Wearing a mask, students will line up outside in the basketball area of the parking lot. Faculty & Staff will be present to welcome students and ensure the health check is completed. **NO ONE MAY ARRIVE UNTIL 7:30, unless using latchkey at St. Michael Campus.**
 - **By Shuttle Bus:** Students will be given hand sanitizer on arrival. They will either join their class in the parking lot or go in through the gym door if classes have already departed for their classrooms.
 - **By MPS Bus:** Students will be given hand sanitizer on arrival. They will either join their class in the parking lot or go in through the gym door if classes have already departed for their classrooms.
- **Dismissal (face masks required):**
 - **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.
 - **By MPS Bus:** will be dismissed to Willow St. at 2:30. 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.

Childcare & Preschool Programs

- Childcare and Preschool follow all protocols established by the Michigan Department of Licensing & Regulatory Affairs.
- Specific questions can be directed to Director of Early Childhood, Amanda Welton.

Latchkey

- Due to the mix of cohorts, all students (regardless of age), MUST wear a mask at all times while in latchkey.

- Adults picking up a student from latchkey will need to wear a mask and fill out the COVID 19 Monitoring Form. We ask that everyone does not spend time socializing in the school building.
- Further communication will be sent directly to latchkey families by the Director of Early Childhood, Amanda Welton.

Uniforms

- Our uniform policy is still in place, however there are several exceptions for this year:
 - Face masks can be a pattern/color of a student's choice. Anything deemed inappropriate by the administration will be asked to be replaced.
 - 6th-8th Graders do not need Physical Education Uniforms. We are unable to use locker rooms for changing, so they are permitted to wear tennis shoes with their regular uniform during quarters when their schedule includes Physical Education.
 - We know uniforms are an investment. Please visit the uniform closet at St. John Campus.