



# Mother Caroline Academy and Education Center

2020-2021 School Year

## **COVID Addendum Guide**

*(to MCA Family & Student Handbook)*



July 13, 2020

Dear MCA Community,

As a private-independent school, Mother Caroline Academy and Education Center (MCA) is committed to providing our students, staff, and faculty with the safest and healthiest environment possible during the 2020-21 academic school year. This Covid addendum to the Family & Student Handbook comes after studying numerous reopening guidelines, including those promoted by Governor Baker for the Commonwealth of Massachusetts, the Office of the Superintendent of Boston Public Schools, Commissioner Riley, the National Association of Independent Schools, the Association of Independent Schools in New England, the Center for Disease Control, and legal counsel.

Because models for how the virus may spread over the next few months and into the beginning of the school year vary greatly, these guidelines may be revised between now and the first day of school on September 3, 2020. We will continue to communicate with families as we learn more during July and August.

As part of our MCA transitioning team, we welcome the following members to the MCA community:

Raymonde Alcindor - Operations Manager

Eddy Dascius - Facilities Manager

Jillian LaFond, R.N. - Registered Nurse

Gabriella Pesce, LMHC, SAC - Licensed Mental Health Counselor/School Adjustment Counselor

Hanna Shibles - Urban Catholic Teacher Corps

Hannah McGowan- Urban Catholic Teacher Corps

This unprecedented and challenging time is new for all of us. As a private-independent school, MCA is putting regulations into place to provide the safest and healthiest environment we can for all our students, faculty, and staff. We understand that the procedures outlined in this document may be burdensome and we are grateful for your cooperation. By working together, we can get through this. Thank you for your continued patience and we continue to wish your family safety and health at this time.

Sincerely,

MCA Leadership Team

MCA COVID Response Team

MCA Board of Trustee COVID Response Team

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# COVID Addendum

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## I. Academic calendar and schedule (attached calendar on pg # 10)

Classes will begin on September 3, 2020. The last day of in-person classes for the fall of 2020 will be when MCA students leave for Thanksgiving break.

Quarter 1 dates - **September 3 - November 20, 2020 (in-person)**

Quarter 2 dates - **November 23 - February 5, 2021 (at home/virtual learning)**

Quarter 3 dates - **February 8 - April 9, 2021 (in-person)**

Quarter 4 dates - **April 12 - June 11, 2021 (in-person)**

*The 2020-21 Academic School Calendar will be divided in 4 quarters. Our academic year will consist of a hybrid of in-person and virtual learning.*

More information will be sent to families in August regarding the academic year, required forms to fill out and return as well as the MCA Student/Family Handbook.

## II. Covid Testing

MCA staff, faculty, to be tested for COVID-19 prior to the first day of school and will be required to comply with public health guidelines, including, but not limited to, wearing masks, social distancing and limiting the size of gatherings. All students, faculty and staff will be required to answer a series of daily health assessment questions and MCA COVID-19 tracing and quarantine protocols.

## III. Required Daily Temperature Checks

We encourage all families and staff to check for Covid and/or illness symptoms prior to arriving at school. If Covid symptoms present, we ask families to not send their students to school and for staff not to come to school that day. Please see attached list of Covid symptoms and additional information:

[CDC Guidelines - Symptoms of Coronavirus](#)

[CDC Guidelines - How to Protect Yourself and Others](#)

[Additional Coronavirus information](#)

All faculty, staff, and students will have their temperature taken daily by our School Nurse upon arrival at the building. No students will be allowed to be into the building prior to 8:00 a.m. or remain in the building after dismissal.

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The hours of school operation, during in-person classes, will be as follows:

Monday through Thursday: 8:00 a.m. - 3:00 p.m.

Friday: 8:00 a.m. - 12:30 p.m.

Temperatures will be taken, using the forehead surface, with a contactless thermometer which will be used to take the temperature of all individuals who will be entering the building (students and staff). Any faculty, staff, or student who has a temperature of 100.4 or above will be immediately sent home.

Students and staff who register a fever of 100.4 or higher will not be allowed to enter the main part of the building. Staff will be sent home immediately. Students with a fever will have their parent, guardian or designated individual\* notified. A student with a fever must be picked up at the school within one hour of notification.

Any and all MCA students, staff, or faculty dismissed for fever or any other illness must present a doctor's note indicating the individual is healthy to return to school. Doctor's notes must be sent electronically to Jillian LaFond, R.N., the school nurse. She will confirm receipt of the doctor's note and then contact the individual permitting them to return to the building. The school nurse's direct email is: [jlafond@mcaec.org](mailto:jlafond@mcaec.org)

In order for a student, faculty, or staff member who has tested positive for Covid-19 to return to school, he or she must also present a doctor's note to return to school. Doctor's notes must be sent electronically to Jillian LaFond, R.N., the school nurse. She will confirm receipt of the doctor's note and then contact the individual permitting them to return to the building. The school nurse's direct email is: [jlafond@mcaec.org](mailto:jlafond@mcaec.org)

Students who will be missing classes due to illness will be able to access lessons virtually and will be working closely with their teachers.

If a student, staff or faculty member presents as Covid-19 positive, the school will shut down immediately for a deep clean of the building and remain closed for three calendar days following the positive test diagnosis. Students, faculty, and staff will return on the school day that follows a three day "deep clean" closure. During a deep clean closure no staff, student, or faculty member will be permitted to enter the building.

*\*Families will be asked to provide MCA with the contact information of three individuals who will be given permission to pick up their student.*

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#### IV. Entrance to Building

There will be designated areas for entering the building and exiting the building. Students, faculty, and staff will be the only individuals allowed in the building at any time. Any and all visitors are prohibited from entering the building, until further notice. *Exceptions include any medical and/or emergency personnel.*

#### V. Dismissal

The dismissal times during in-person classes will be as follows:

Monday through Thursday: 3:00 p.m.

Friday: 12:30 p.m.

***Students are not permitted to be in the building past the designated dismissal time on any and all days.*** Students who are walkers and those who use public transportation will be dismissed from the building promptly at dismissal. All other students must be picked up on or before the designated dismissal time, no exceptions. In order to accommodate families, students may be picked up prior to dismissal time on any day. Families must notify the MCA main desk at 617-427-1177 at least two hours prior to pick up on days students will be picked up earlier than the designated dismissal time. MCA will facilitate the pick up process at dismissal. Individuals picking up will not be allowed to enter the building. More details will be sent out in August.

#### VI. Meal times (Breakfast, AM snack and Lunch)

During each school day, MCA will provide students with breakfast, AM snack, and lunch. This meal distribution schedule is subject to change if students are dismissed early. A boxed lunch will be provided by MCA and will be eaten at the student's desk.

Water cannot be acquired from school water fountains or water coolers. Students may bring a clear water bottle from home. Glass bottles are prohibited. Water is the only liquid that can be sent in from home.

A list of the breakfast and snack options will be sent to families as well. The MCA lunch menu schedule will be provided to families each month. Vegetarian options will be available. At no time will students be allowed to bring any outside food to school. If for medical reasons a student must bring in food, a doctor's note must be provided to the school nurse ahead of time. Use of the microwave and refrigerator is prohibited.

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## VII. Cubby/Desk Storage/School Materials

Each student will be provided a space to store their personal belongings for the day, spaced apart from other students. Students are not to leave any personal belongings overnight as all spaces will be disinfected.

Students are prohibited from bringing writing or drawing implements: no pencils, pens, markers from home. All writing tools and art supplies will be provided by MCA. Each student will receive disinfected school supplies each day and each student will have their own supply box that will stay on their desk for their own personal use. Only disinfected school supplies will remain at MCA overnight.

MCA is not responsible for the storage of cell phones, if they are brought to school. If families and students choose to bring in a cell phone, MCA is not responsible for loss, theft, or damage to a cell phone.

If parents must contact MCA immediately, please call: 617-427-1177/main desk or School Nurse/617-427-1177 ext. 216

## VIII. Absences

Families must continue to submit absence notification to [attendance@mcaec.org](mailto:attendance@mcaec.org) and/or leave a message on our attendance line: 617-427-1177 ext. 206. While attendance will be taken daily, absences will be excused as we are asking that students and staff stay home when they are feeling sick. MCA will continue to call home if families do not notify MCA that their student will not be at school.

## IX. In-person/Virtual Learning

If a student is absent from school, teachers will create instructional videos that will be accessible to all students. The goal is for students to have the same access to information taught in-person or virtually. This will be done in an effort to smooth the transition from in-person to virtual learning.

## X. Parent/Teacher Communication

Parent/Teacher communication will occur in the form of phone, email, and/or virtual meetings. Teachers will be reaching out to all families bi-weekly and families are encouraged to reach out to teachers at any time.

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## XI. Jupiter Grades

Jupiter Grades is our grading and communication system that will continue to be used throughout next year. All families will be sent instructions on how to access this system and can reach out to teachers for any questions on usage or navigation.

## XII. Computer Usage

Each student will be provided with a laptop to use while they are in school and will be required to sign a technology use policy prior to usage.

During times of distance learning, for extended or short periods of time, students are responsible for logging in and maintaining a consistent learning schedule during virtual learning. The virtual learning schedule and expectations will be sent out at the appropriate time.

## XIII. Registered Nurse & Licensed Mental Health Counselor

MCA has hired a full-time Registered Nurse to accommodate the updated nursing protocols and guidelines, as well as a Licensed Mental Health Counselor who will work with students, families, faculty and staff to assist with strategies for coping, navigating resources and providing guidance during these uncertain times:

*Jillian LaFond, R.N* - Registered Nurse

*Gabriella Pesce, LMHC/SAC* - Licensed Mental Health Counselor/School Adjustment Counselor

## XIV. Personal Protective Equipment (PPE) and Required Masks

Students, faculty, and staff will be required to wear masks upon entry to the building and throughout the day. MCA will provide three reusable cloth masks to all families.

## XVII. Cleaning Protocols: Disinfecting and Sanitizing

All students, staff and faculty will be required to wash their hands throughout the day, including but not limited to the following times: upon entering the school, before snack, after snack, after every bathroom usage, before lunch, and after lunch. In addition to working with a full-time cleaning company, staff, faculty and students will all be working together in the sanitizing process throughout the school day. This safety protocol process will involve staff, faculty and students and include wiping individual working space surfaces and individual school supplies throughout the day.

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## XVIII. Uniform Guidelines

Each family (in accordance with their student grade specific uniform) will receive 2 free MCA shirts at the start of the year. Any additional uniform pieces may be available, at a discounted price on a first-come, first-serve basis. Please contact Raymonde Alcindor at [ralcindor@mcaec.org](mailto:ralcindor@mcaec.org) for any uniform related questions.

**5th & 6th grade** - Navy blue short or long-sleeve polo shirt w/logo, Khaki or gray pants

**7th & 8th grade** - Red short or long-sleeve polo shirt w/logo, Khaki pants

Black shoes or Black sneakers (at least 70% of the sneaker is black)

Skirts will not be required and will be optional

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## 2020-21 MCA Covid Addendum Guide - Signature Page

**Please sign and return to Raymonde Alcindor, Operations Manager, by August 25, 2020**

Hardcopies of this document will also be made available to sign during uniform pick-up\* at MCA on:

August 24, 2020 from 9 a.m. to 3 p.m.

August 25, 2020 from 9 a.m. to 3 p.m.

\*For any and all uniform questions please contact:

**Raymonde Alcindor - [ralcindor@mcaec.org](mailto:ralcindor@mcaec.org)**

First/Last Name of Student Attending MCA for 2020-21 \_\_\_\_\_  
Student First Name Student Last Name

Grade Student will be entering in 2020-21 \_\_\_\_\_

### Please initial and sign below on designated lines:

\_\_\_\_\_ (initial) By reviewing the information and signing the signature page, I have read and understand the conditions and plan of my student attending MCA for the 2020-21 school year.

\_\_\_\_\_ (initial) At any time, MCA reserves the right to call parents and dismiss their students if a student is not compliant with MCA Covid rules and regulations and any and all rules as they are outlined in this document and in the MCA family/student handbook.

\_\_\_\_\_ (initial) I understand, as a Parent/Guardian of \_\_\_\_\_ (insert student name) that I am taking on all risk and liability in sending my student to in-person classes at MCA.

\_\_\_\_\_ (initial) I understand that by sending my student to MCA that I am taking on the risk that my student may contract Covid-19 or any other communicable diseases. I also understand that if I choose to un-enroll my student from MCA I am able to do so, at any time, and at my discretion.

\_\_\_\_\_ (initial) I indemnify MCA and will not pursue litigation against MCA as I am responsible for any and all risks associated with sending my student to MCA.

\_\_\_\_\_  
Parent/Guardian (Print) Parent/Guardian (Signature) Date Student Name (Print)

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Mother Caroline Academy and Education Center (MCA) Academic School Calendar 2020-21

**Hours of Operation**

**Mon/Tues/Wed/Thurs**  
8:00 a.m. - 3:00 p.m.  
**Friday**  
8:00 a.m. - 12:30 p.m.

**Calendar Colors**  
**Blue** = break dates (no school/no work)  
**Red** = important dates

**Dates for Quarters**

Q1: 9/3 - 11/20  
Q2: 11/23 - 2/5  
Q3: 2/8 - 4/9  
Q4: 4/12 - 6/11

**Attendance Line**

617-427-1177  
ext. 206

**Front Desk Line**

617-427-1177

**Nurse Line**

617-427-1177  
ext. 216

**Please remember to stay home if you are feeling sick.**

*Temperatures will be taken daily by a contactless thermometer using the forehead surface and Covid-19 daily screenings will occur for all students, staff, and faculty upon entry to the building.*

*No student personal items are to remain in school overnight.*

**Q2 - Flu Season**

Q2 is virtual as a result of guidance appearing in the reopening plans of many local schools, universities, and in CDC guidelines for the flu season.

*This calendar is subject to change with little or no notice. Families will be notified as soon as possible of any and all changes.*

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '20						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER '20						
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NOVEMBER '20						
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29	30					

DECEMBER '20						
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20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '21						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8/24 - Uniform Pick-up 9-3pm  
8/25 - Uniform Pick-up 9-3pm  
Pick-up Location: MCA

**Uniform Info Contact**  
Raymonde Alcindor - ralcindor@mcaec.org

9/3 - 1st Day of School/Q1 in person begins  
9/7 - Labor Day/NO SCHOOL

10/12 - Indigenous Peoples' Day/NO SCHOOL

11/11 - Veteran's Day/NO SCHOOL  
11/20 - Q1 in person ends  
11/23 - Q2 virtual begins  
11/25 - 11/27 - Fall Break/NO SCHOOL  
11/26 - Thanksgiving Day

12/21-1/3 - Winter Break/NO SCHOOL  
12/25 - Christmas Day

1/1-1/3 - Winter Break, cont'd  
1/1 - New Year's Day  
1/4 - Q2 virtual resumes  
1/18 - Martin Luther King, Jr. Day/NO SCHOOL

FEBRUARY '21						
S	M	T	W	Th	F	S
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21	22	23	24	25	26	27
28						

MARCH '21						
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28	29	30	31			

APRIL '21						
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MAY '21						
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30	31					

JUNE '21						
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27	28	29	30			

JULY '21						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

2/5 - Q2 virtual ends  
2/8 - Q3 in person begins

3/15 - Professional Development Day for staff/NO SCHOOL for students

4/2 - Good Friday/NO SCHOOL  
4/4 - Easter Sunday  
4/9 - Q3 in person ends  
4/12 - Q4 in person begins  
4/19 - 4/23 - April Break

5/31 - Memorial Day/NO SCHOOL

6/11 - Last day of School  
6/11 - Class of 2021 Graduation  
6/19 - Juneteenth

Week of 6/21  
Final Reports Cards sent home

7/4 - Independence Day

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