

## ST. MICHAEL CATHOLIC SCHOOL END-OF-YEAR PROCEDURES AND EVENTS 2020

### Monday, May 18, 2020 at 5:30 PM: Materials Drop-Off Procedures

**Early Childhood:** There is **NO drop-off scheduled for PK or Kindergarten**. If you think you have items that belong to the school other than library books, please inform your child's teacher. If your child has library books to return and has siblings in grades 1-8, you may return them when you drop off the older siblings' materials, but please inform your homeroom teacher and/or Mrs. Koeth. Otherwise, Mrs. Koeth will reach out to you and let you know the procedure for dropping of library books. You may also email her at [mpkoeth@stmichaelwords.org](mailto:mpkoeth@stmichaelwords.org) if you have any questions.

### **IMPORTANT: Please follow these guidelines.**

- Please review carefully the ***checklist your child's homeroom teacher has emailed to you and your junior high student*** so that all items can be found and returned on time. This will help us avoid delaying procedures we must follow in unpacking and returning items to our inventory. If you are able, please print the checklist and check off items as you place them in the box/bag, and then place the checklist in the box/bag when you have finished.
- On Monday, please do not send anyone who is sick or has been exposed to COVID-19 to drop off materials. If your family has been sick or exposed to COVID-19, call the school or email Mrs. McAfee now to let her know so other arrangements can be made.
- No one will exit their vehicles. Faculty or staff will come to your vehicle and pick up materials from you. Try and have these in your trunk or on the backseat away from any passengers who may be in your vehicle.
- Please place all items in a *sturdy* box or reusable bag and label with your child's name. If you have more than one child in the *same* location, you may place items in one box. However, if you have children in both elementary and junior high buildings, then you will need to box their items separately and go through both drop-off lines starting with elementary first. If you do not have the boxes or bags that were given to you on one of the earlier pick-up dates, you might check with Main Package or one of the other local stores to see if you can pick up a sturdy box.
- Follow the directions listed below for the grade specific location for dropping off school materials.

**Grades 1-4:** You will drop off items to the white school building along the covered walkway, driving north to south. Enter the drop-off line by going north on Center Street, right on Laas Street, and then take a right into the Family Center parking lot like you would if you were entering a drive-thru meal line. Drive through this parking lot past the Family Center, and line up next to the covered walkway. Faculty or staff will collect items from your vehicle from the west gate entrance under the covered walkway next to the white school building. If you have junior high items to drop off next, please re-enter the drop-off line and proceed just as you would during normal school drop-off/pick-up procedures by going back to Laas Street, right on N. Mechanic, and then right (west) on North Street.

**Grades 5-7:** You will drop off items to the main building following our normal drop-off procedures; this includes your band instruments. Please take Center Street north, turn right on Laas Street, right on N. Mechanic, and then right on E. North Street lining up in front of the main entry, headed west.

**Grade 8:** Specific information was covered in class today. You will receive a reminder via Google Classroom regarding your drop-off procedures.

### **Tuesday, May 19, 2020 at 9:00 AM: Morning Meeting and Announcements**

This is a **mandatory** Google MEET for all K through 8 students. PK is invited and welcome to join us. The junior high schedule will be adjusted on this day, so we will have our morning prayers, pledges, and announcements to include those May birthdays missed this week and all others for May, June, and July at 9:00 a.m. instead of 8:00 a.m. on Monday – no Monday Morning Meet. The code to join this meeting will be sent to parents and junior high student emails around 8:45 a.m.

**Students in PK4 through 7 will receive instructions regarding their assignments for these last days of school; information will also be emailed to parents and junior high students from their homeroom teachers.** Grades 7 and 8 will remain in the MEET after all others have been dismissed in order to review procedures for the graduation Mass. **This is the last day of school for PK3 and Grade 8!**

### **Wednesday, May 20, 2020: 8th Graduation Mass at 6:00 PM**

**This Mass is open to all students in grades 7 and 8 and their immediate families - those that live with them in their homes. Grade 8 will also be allowed to invite additional family and friends but should have no more than 10 total guests from their immediate family or extended family and friends in attendance.**

- Students are asked to arrive with their family by 5:45 PM.

- Students will be seated with their immediate families and spaced according to Diocesan guidelines for Mass during COVID-19. We will be reserving space for grades 7 and 8 and their families at the front of the church.
- All non-immediate family members/other guests will sit in the remaining, available pews and should sit with their immediate family members when applicable.
- Please practice social distancing guidelines when parking, exiting your vehicle, and entering the church. ***Use the main entry through the Narthex.***
- Please wait to be seated and maintain proper space while you are waiting for instructions.
- You are encouraged but not required to wear a mask.
- You are eligible but not required to receive Holy Communion. Please practice safe distancing when lining up for this sacrament.
- After Father Wayne gives the parting blessing, we will be seated for the awards and diploma presentation. The graduates will be recognized for their accomplishments followed by a diploma ceremony – students will stand in their pews among their families for recognition ceremonies.
- Mass will end with our closing song and traditional passing of light from the graduates of 2020 to the incoming graduates of 2021; this will be a modified ceremony in order to follow social distancing guidelines.
- The graduates will pick up their awards and diplomas from the Narthex of the church at the end of Mass. Since there are only five graduates, we will do our best to capture a group photo, abiding by the required social distancing guidelines.
- At the end of Mass, families are asked to help with cleaning their pews before leaving the church and should follow social distancing guidelines when exiting pews and leaving the church.
- We will *NOT* have a social gathering in the Family Center this year.
- Any parent whose child will *NOT* be able to attend graduation should contact Mrs. McAfee immediately as plans are being made for the Mass and ceremony this week.

**Friday, May 22, 2020: End-of-School Children's Mass and Awards at 8:00 AM**

**This Mass is open to all PK4 through 7<sup>th</sup> grade students and one parent/adult guardian per SMCS family who is responsible for the student(s) during the regular school day.**

- All students from the family and their adult/guardian will sit together at Mass.
- You may begin entering the church at 7:40 a.m., but please arrive no later than 7:50 a.m.
- Please practice social distancing guidelines when parking, exiting your vehicle, and entering the church.
- ***Please enter the church from the main entry through the Narthex.*** Please wait to be seated once you enter and maintain proper space in line while you are waiting for instructions. If we have inclement weather, we will adjust the line and entries as needed.
- You are encouraged but not required to wear a mask.
- You are eligible but not required to receive Holy Communion. Please practice safe distancing when lining up for this sacrament.
- There will be 2<sup>nd</sup> grade students who are receiving this sacrament for their first time. These students are allowed additional family members and will have reserved seating toward the front sections on both sides of the church. Their teacher will direct them and their immediate family members to approach the Blessed Sacrament when it is time to receive communion. All others desiring the sacrament will follow – again adhering to social distancing guidelines while waiting.
- After Father Wayne gives the parting blessing, we will be seated for the awards presentation. The students will be recognized for their accomplishments starting with the PK4 class. Students will remain in their pews but are asked to stand when their names are called.
- The closing hymn will be sung following the 7<sup>th</sup> grade awards at which time we will dismiss pews in an orderly fashion. We ask your assistance in cleaning your pew as you leave. **You will exit the main entrance in order to pick up student awards packets.** Continue to practice social distancing when leaving the church and returning to your vehicles to leave.
- Awards packets will be available in the Narthex of the church as you exit. Someone will assist you. These will be in alphabetical order by last name, and every student in your family will have his/her own packet, so be sure to pick up all packets for all PK4 – grade 7 students in your family.
- **If you will NOT be attending Friday Mass, please contact the school office or email Mrs. McAfee now so that we can make arrangements for you to pick up your student packets at a later date.**