



CARDINAL SPELLMAN
HIGH SCHOOL

*A Plan for
Re-Entering School*

Re-Engage. Re-Imagine. Re-Discover.

Greetings Spellman,

Over the last few months we have been hard at work with a team of twenty-five dedicated members of our re-entry committee partnering with our administration, and outside consultants to execute the most comprehensive and effective plans for re-entry this fall. The result of this hard work is our Cardinal Spellman Re-entry Plan, titled, **Re-Engage. Re-Imagine. Re-Discover.**

I am pleased to announce that at this time and in keeping with guidance from the State of Massachusetts and the Commissioner of Education, Cardinal Spellman will be opening this fall for all of our students in person. However, this does not mean that we will be opening without changes, mask requirements and one way hallways are just some of the changes you will see outlined in this document to accommodate our students, and faculty while placing primacy of place on the safety of all who enter our buildings. It also does not mean that a student **MUST** return to school if he/she is uncomfortable or unable to do so. Any student who wishes to learn remotely can do so, as our faculty will be live streaming their classes using our new technology suites that have been outfitted in every classroom.

We will be opening school on Tuesday, September 8, by welcoming our freshmen and new students to Spellman. We will begin a two-week period of orientation, onboarding one grade level per day during the first week from September, 8-11. There are many changes to the logistics of the school day and we will be walking everyone through those changes to ensure an easy transition into this very different school year. In week two of our orientation we will focus on preparing for the potentiality of hybrid or remote learning. Much like a fire drill or lockdown drill, we need to prepare our students, their families, and our faculty and staff for these possibilities. All students will be assigned a few new items this year in addition to their ID number, namely a cohort color (Crimson or Gold) which will only be used in the case of hybrid learning and in our hybrid drills during orientation, and a dining hall table number and seat letter, all of which will be sent to you in the weeks ahead as re-entry kits are mailed out. Below is our staggered plan for orienting our students to these changes.

- **Tuesday, September 8th** - Freshmen and New Students

- **Wednesday, September 9th** - Sophomores

- **Thursday, September 10th** - Juniors

- **Friday, September 11th** - Seniors

- **Monday, September 14th** - Crimson Day 1 (Crimson Cohort in person, Gold Cohort Remote)

- **Tuesday, September 15th** - Crimson Day 2 (Crimson Cohort in person, Gold Cohort Remote)

- **Wednesday, September 16th** - Fully Remote Learning Day

- **Thursday, September 17th** - Gold Day 1 (Gold Cohort in person, Crimson Cohort Remote)

- **Friday, September 18th** - Gold Day 2 (Gold Cohort in person, Crimson Cohort Remote)

On Monday September 21st, all students who have elected the in-person learning option are welcomed to enter Cardinal Spellman and any student who elected the remote learning option will begin live streaming their classes from home. More information regarding how to sign up for remote learning and times for arrival will be forthcoming in the next couple of weeks. Thank you for your patience and flexibility as we have navigated these uncharted waters of COVID-19 and know that we will continue to do all we can to ensure a safe and effective learning environment for everyone at Cardinal Spellman High School.

Pax et Bonum,



Daniel J. Hodes M.A., A.B.D.

President, Cardinal Spellman High School



COVID-19 Response Timeline

- **April-July, 2020** - President Hodes, and Principal Kelly begin meeting weekly with every other school leader within the Archdiocese of Boston to review best practices. In addition, school administration has met with experts from around the globe on zoom meetings with NEASC, NAIS, and NCEA to learn what is working and what is not in countries where school has already re-opened.
- **June 8, 2020** - Spellman began the process of planning for three possible re-entry plans even before it was mandated by the state with a meeting of the re-entry steering committee.
- **June 15, 2020** - A series of re-entry sub-committees were created to explore solutions to the challenges ahead.
- **June 22, 2020** - The Steering Committee met to finalize plans based on the sub committee's ideas and suggestions.
- **June 25, 2020** - DESE, helmed by Commissioner Jeff Riley, released their guidance for the re-opening of secondary schools for the fall of 2020 in Massachusetts.
- **July 1, 2020** - Cardinal Spellman applied for ESSER funding through the city of Brockton to offset cost of PPE and infrastructural changes to accommodate for re-entry.
- **July 10, 2020** - The Steering Committee meets to review the final draft of the three plans for re-entry, and titles the plan Re-Engage. Re-Imagine. Re-Discover.
- **July 17, 2020** - DESE publishes its second guidance for secondary schools regarding how to respond to a case of COVID-19 in the school after re-opening.
- **August 4th, 2020** - Spellman publishes its re-entry plan for parents, students, and faculty.
- **September 8th, 2020** - All freshmen and new students report.
- **September 9th, 2020** - All sophomores report.
- **September 10th, 2020** - All juniors report.
- **September 11th, 2020** - All seniors report.

Three Plans for Re-Entry

The Department of Education of the Commonwealth of Massachusetts is asking schools to “safely return as many students as possible in person.” In an effort to meet this challenge, Spellman has prepared three plans for re-entry outlined here.

Plan A • Full In-Person Return to School

- Spellman can accommodate 884 desks in 34 classrooms 3 feet apart. We currently enroll 490 students entering in the fall, reflecting 55% of DESE limits.
- Any student who does not wish to return in-person, or cannot due to pre-existing health conditions will have the option of Remote Learning.
 - o Spellman has invested in a complete upgrade of our technology in every classroom to bring the classroom home for those students who will be learning remotely. It is an entirely new approach to the remote classroom, with multiple cameras and microphones and many ways for students to interact with the live classroom.
- While 3 feet of distance is allowed for students seated at desks, it is important to note that a face covering is required at ALL TIMES. 6 feet of distance is required before a student or faculty/staff member can remove their face covering.
- Hallways will be one way only as well as will be the stairwells. Proper signage will be affixed to the floors and walls around the school to guarantee compliance.
- Each classroom will be realigned to accommodate 26 desks at intervals of 3 feet from desk to desk.
- Additional lunch periods will be added to the schedule to accommodate roughly 120 students per lunch seated at 30 tables separated by plexiglass dividers and seated 4 persons per table. Each table will have an assigned number and seats A-D. Students will be directed to seat at their assigned table and assigned seat letter, where their boxed lunch will be delivered or where they may consume a bagged lunch brought from home.

Plan A (Continued)

- Plexiglass additions will be made throughout the building to maintain rigorous safety precautions.
- A COVID-19 Response Room is being created, located near the nurse's office in case a student exhibits symptoms during the school day
 - o If a student exhibits symptoms of COVID-19 during the school day, that student will be isolated in the CRR mentioned above and parents will be contacted for immediate pickup. He/she will be required to quarantine for 14 days or until they produce a negative COVID-19 test.
 - o Parents of students who were in a class throughout the school day with a peer who tests positive for COVID-19 will be contacted and instructed to test their child or keep their child home for 14 days.
 - If a child is exposed to a peer who contracts COVID-19 and that child tests negative he may return to school if asymptomatic for 24 hours.
- In an effort to reduce all unnecessary travel within the building, Homeroom is being eliminated and morning announcements will be made during first period.
- After each class, faculty will sanitize their classrooms using a non-toxic, but highly effective cleaner, Bioesque.
- Frequent cleaning and disinfecting will take place on high-touch surfaces (e.g., door handles, light switches, toilet seats) throughout the school day.
- After each school day our maintenance staff will deep clean the entire school.
- Large assemblies will not be held indoors, to begin the school year. Liturgies, and assemblies will be either outdoors (weather permitting) or set in smaller groups over multiple occurrences.
- Athletics are postponed to begin practice on September 14th and more guidance on the feasibility of hosting high contact sporting events is still being drafted from the Department of Education and the MIAA and guidance on high contact sports will be forthcoming.
- Each day students will enter through one of four assigned entry points to the building. Your student's designated entry point will be outlined in onboarding materials being sent to all Spellman families as we draw closer to re-entry.



Plan B · Hybrid Learning Model

- In the Hybrid Model most of the logistical guidance for in-person learning (Plan A) will still be in effect, however there will be some modifications not reflected in Plan A.
- Students will be separated into two cohorts, Crimson and Gold. Crimson cohort will meet Monday and Tuesday in person while Gold learns remotely. Wednesday will be an all remote day where all students will learn remotely and the school will undergo a deep clean. Gold will then meet in person on Thursday and Friday while Crimson learns remotely, and this schedule will continue until all students can safely return to school in person.
- When a student is part of the remote learning cohort they will be using Zoom to access the live stream of their class. The school day will run as normal and the student who is remote learning will need to change his/her Zoom meeting while the students who are in person are changing classes.
- The Hybrid Model will allow us to space desks 6 feet apart which will limit class sizes to 16 desks.
- Face coverings must be worn throughout the building but can be removed when seated at a desk, given that the desks are 6 feet apart.
- Hallway traffic will remain the same as in Plan A.
- The response to symptomatic students and the use of the COVID Response Room will remain the same in Plan B, as in Plan A.



Plan C • All Students Learning Remotely

- Plan C requires all students to learn remotely. This plan will require very little logistical adjustment to hallway traffic, lunches and desks, but it will require some significant schedule adjustments.
- In plan C the schedule of classes will move to a Day One and Day Two schedule Monday through Thursday, with 4 Mods meeting each day. Mods A-D meeting on Day One and Mods E-G meeting on Day Two. Friday all classes will meet briefly, and the remainder of the day will be used to host remote assemblies, Liturgies, class meetings, extra help and many other co-curricular opportunities.
- Faculty will be streaming their classes from Spellman with the full use of the new technology outlined in Plan A. This will create a more enhanced and live classroom experience for the students.
- Students will take all tests and quizzes online and all assignments will be submitted online as well.



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Students to Maximize their
Unique Potential as Learners
and Leaders, Serving their
Community, their Church, and
the World.