

Brother Martin High School

“Return to Learning” Plan

July 31, 2020

Brother Martin High School is founded on the charism of Fr. Andre’ Coindre and the educational tradition of the Brothers of the Sacred Heart, both of which rely on trust in order to evangelize through education the young people entrusted to our care. As partners in our shared mission, all stakeholders must rely on this trust as we prepare for the uncertain future that lies ahead. The trust that binds our relationship is forged through the realization that we must adapt to these unusual circumstances we face as we prepare to meet the needs of our changing world.

As we plan for reopening school in the fall of 2020, we will continue to balance the following priorities:

- The health & safety of everyone in our school community
- The impact this pandemic continues to have on our families
- Effectively educating your sons through our holistic approach

With this in mind, our school leadership, faculty, and staff have been working diligently on creating five options for learning, each of which we fully anticipate having to implement at some point during the school year:

- Return to “normal”, pre-COVID 19 operation
- “New Normal” with maximum group size restrictions
- Hybrid Plan
- Remote Learning
- Remote Learning for Vulnerable Students

The following document outlines the planning we have engaged in throughout the spring and summer to continue to ensure that we provide a sanctuary for our students that fosters academic excellence in a caring environment that promotes self-discipline through religious values and personal attention. This document is a dynamic one that we foresee making changes to as our preparation continues and as we receive further mandatory and recommended guidance from the state department of education, city officials, and public health officials.

We have learned throughout this incredible ordeal that we must be willing to be flexible in order to provide the very best learning environment for our students while staying true to the educational tradition of the Brothers of the Sacred Heart. Clearly, there is not one way forward in education as we navigate through and learn from our current circumstances. However, there is a way that reflects Fr. Coindre’s charism, the traditions of the Brothers of the Sacred Heart, and the circumstances we face in our current time, place, and context. This is the way forward for Brother Martin High School, and we thank you for your trust and partnership.

The following non-negotiable SAFETY PROTOCOLS are in place and will remain in place for the foreseeable future:

- **Daily temperature checks upon arrival at school:**
 - 10 *DigiTherm* Temperature Kiosks will be located at entrances throughout campus to ensure that everyone on campus has his or her temperature taken upon arrival.
 - Each student, faculty member, staff member, and visitor will be required to have his/her temperature taken before entering Brother Martin High School. A faculty proctor will be stationed at every point of entry to ensure temperatures are being checked. If a student has a temperature of 100.4° F or greater, he will be directed to a supervised isolation room where his temperature will be taken again. If the fever and/or symptoms remain, the student must be picked up promptly by a parent or guardian. Students, faculty, and staff with a temperature above 100.4° F will not be permitted to attend school until fever-free for at least 24 hours.

- **Arriving on campus:**

- The campus will open at 6:30 a.m. Any student who arrives at school between 6:30 a.m. and 7:15 a.m. should enter campus using the Conlin Gym Entrance and remain in the Benson Mall until 7:15 a.m. The following entrance procedures will be followed beginning at 7:15 a.m.
 - 8th Grade - Students will be dropped off at the Meyer Building/Branton Chapel Gates on Lombard St. They will enter the building at the First Floor Resource Center doors where they will have their temperature checked. All 8th grade students will be allowed to wait, while physically distancing, in the First Floor Resource Center.
 - 9th Grade - Students will be dropped off at the Meyer Building/Branton Chapel Gates on Lombard St. They will enter the building at the First Floor Resource Center doors where they will have their temperature checked. All 9th grade students will be allowed to wait, while physically distancing, in the Second Floor Resource Center and the lobby of the Meyer Building.
 - 10th Grade - Students will be dropped off on St. Aloysius Drive at the front of Ridgley Center. Students who drive to school should park their vehicles and then walk to the St. Aloysius Drive entrance to the Ridgley Center. They will enter the building at the first floor Ridgley Center doors where they will have their temperature checked. All 10th grade students will be allowed to wait, while physically distancing, in the Terrace and the lower level of the Conlin Gym.
 - 11th Grade - Students will be dropped off on St. Aloysius Drive at the Conlin Gym Entrance. Students who drive to school should park their vehicles and then walk to the Conlin Gym entrance. They will enter the building at the Conlin Gym entrance where their temperature will be checked. All 11th graders will be allowed to wait, while physically distancing, in the Conlin Gym Mezzanine.
 - 12 Grade - Students will be dropped off on St. Aloysius Drive at the Conlin Gym Entrance. Students who drive to school should park their vehicles and then walk to the Conlin Gym entrance. They will enter the building at the Conlin Gym entrance where their temperature will be checked. 12th graders will be allowed to wait, while physically distancing, in the Benson Mall.
- If a student is tardy, the student must enter school through the Main Entrance on Elysian Fields Ave.
- After School Procedures: After the last tone of the day, students will exit the building, staggered by grades, using the following locations for pick-up:
 - Meyer Building/Chapel Gates - 8th & 9th Grades
 - Conlin Gym Entrance - 10th, 11th, & 12th Grades
 - Students who are not picked up within 30 minutes of dismissal must wait in the Benson Mall.

- **Physical Distancing:**

- maintaining physical distance of six feet in classroom/indoor settings to the maximum extent possible.
- maintaining small groups of individuals (as set by specific phase) that minimally interact with other groups or individuals, including in shared indoor spaces, to the maximum extent possible.

Physical Distancing Measures

All classroom spaces have been modified where necessary to achieve the maximum physical distance and group size restrictions. Modifications will be made as necessary from phase to phase.

Other areas of the campus have been identified for use to enable physical distancing in Phases 2 and 3, including, but not limited to the following:

- Robert M. Conlin Gymnasium (gym floor and mezzanine)
- St. Aloysius Gym
- Brother Mark Thornton Terrace
- Auditorium
- Resource Centers I and II
- Library
- Formation Center

School Transition considerations have been made to minimize and/or eliminate potential unnecessary movement, contact, or congregation of students, faculty, and staff including, but not limited to, the following:

- Creation of one-way foot traffic patterns throughout all buildings
- Continued reinforcement of traditional flow paths in hallways, resource centers, lobbies, and other common areas
- Establishment of limited entrance and egress points where possible to enable physical distance
- Staggered dismissal times at the conclusion of the academic day

Large Gatherings & Extracurricular Activities

- Assemblies are limited to maximum group sizes per phase and with appropriate physical distancing in place.
 - All attendees should wear a face covering.
 - Field trips will be discontinued to prevent students from engaging with vulnerable populations.
 - Extracurricular and co-curricular clubs and activities may continue but must adhere to maximum group sizes, physical distance protocols, and all other safety guidelines as set forth by Brother Martin High School.
 - Athletic activities will resume with the recommendations put forth in the Louisiana High School Athletic Association's *Guidance for Opening Up High School Athletics and Activities*.
 - Brother Martin may adopt additional guidelines based on NFHS guidance and collaboration with Tulane Institute of Sports Medicine
 - Spiritual Formation is at the heart of our holistic approach to instruction and evangelization at Brother Martin. School-wide liturgies, days of reflection, retreats, and the like will be modified to ensure that this formation remains central to our students' experience at Brother Martin.
- **Face Cloths:**
 - Required wearing of face cloth at all times from the moment an individual steps foot on campus
 - Each student will be issued two Brother Martin face cloths at Student Orientation. Brother Martin High School understands that one specific face cloth will not work best for each person. In the event that a student does not wear a school-issued face cloth, the face cloth must be plain (no patterns, logos, text, and the like). Acceptable face coverings are those with our school logo, solid school colors, black, white, or grey, or the surgical/disposable masks.

- **Monitoring students and staff for symptoms of fever, cough, shortness of breath or sore throat**
- **Frequent environmental cleaning and handwashing**
 - Hand sanitizing stations are located throughout the campus and at all entrances.
 - 65 classrooms are outfitted with hand-sanitizing stations. Handwashing with soap and water or hand sanitizer will occur upon entering the classroom. Teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.
 - Faculty will clean high-touch surfaces and equipment at the conclusion of each class period
 - COVID-19 informational signs will be displayed throughout campus that promote everyday protective measures.

CLEANING AND DISINFECTING EFFORTS

- All faculty have protective face shields and/or face cloths that will be worn during all interactions.
- Plastic partitions have been installed at high traffic areas of the school to protect students, faculty, and administrative assistants.
- School facilities have been evaluated to determine what kinds of surfaces and materials comprise each area and cleaning and disinfecting protocols have been established following CDC guidelines.
- Ventilation systems have been checked to ensure proper operation and increased circulation of outdoor air.

FOOD SERVICES

- Lunch procedures will be adjusted in order to adhere to maximum group size and ensure six feet of distance between students to the maximum extent possible. Disposable utensils will continue to be used at all times.
- Students will be assigned to pods (based on maximum group size guidelines) during unstructured periods at 4th, 5th, and 6th periods. Proctors will monitor lines to enter the Food Services area, and students will enter Food Services by their assigned pod.
- Additional areas of campus have been identified to accommodate proper distancing and group sizes during lunch, including the Conlin Gym, St. Aloysius Gym, Brother Mark Thornton Terrace, and Resource Centers. Outdoor seating will be used and encouraged when practical and appropriate.
- All shared drinking fountains have undergone regular sanitization and will be closed. Students, faculty, and staff are encouraged to bring their own water or purchase bottled drinks from Food Services. **Students should bring a 24 oz. refillable, clear water bottle filled with water each day.**

The following plan is subject to change at any time to reflect the dynamic nature of our current circumstances:

As outlined above, Brother Martin's top priority will be to safely reopen campus to all students on a daily, in-person basis. The traditional schedule may be adapted to accommodate all students if necessary. We have manipulated our master schedule in a variety of ways in order to accommodate our student body across a number of potential scenarios.

Brother Martin's transition to and from its Learning Plans may be adjusted at any time. We do not anticipate any change to the start date of the school year. Any changes to the school calendar will be communicated to you as soon as possible, especially regarding instructional days and school holidays.

The learning plans have been determined by school leadership after consultation with the Board of Directors, based on guidance, recommendations, and/or consultation from the Governor of Louisiana, the Mayor's office, local Public Health officials, the Louisiana Resilient Commission K-12 sub-committee, the state Department of Education, the Brothers of the Sacred Heart Province of the United States, and the Archdiocese of New Orleans.

Increase to a more-normalized learning plan will be considered if a local transition to an advanced phase of safe reopening and restriction of gatherings occurs.

Decrease to a more-restrictive learning plan will be considered if a state stay-at-home order or phase restriction is reinstated or if recommendations of closure are offered by local public health officials due to local community spread, concerns about hospital or testing capacity, and/or in response to exposures or cases within the school community.

Brother Martin High School will collaborate with Children's Hospital through our appointed Region 1 Medical Director, and we will continue its ongoing partnership with Tulane Institute of Sports Medicine and rely upon TISM for guidance and information regarding best practices, as well as continue to contract with TISM to have the presence of three Tulane University athletic trainers on campus throughout the duration of the school day.

School Planning for COVID-19 Cases (adapted from the "LDH Reopening Guidelines for Schools"):

Given the levels of COVID-19 currently in our communities, Brother Martin has planned for and expects that some students will get COVID-19 during the school year and that those students will possibly expose other students/staff in the school setting.

- Students who are sick should stay home (regardless of illness).
- Students who have COVID-19 should stay home and remain isolated until they have recovered and have been determined to no longer be infectious by their doctor.
- Individuals who were in close contact with the student may be identified and contacted by the Office of Public Health (OPH) as part of the OPH contact tracing process.
- **Close contact of a case is defined as a person who was less than six feet away from the infected individual for more than 15 minutes as determined by the OPH contact tracing process.**
- Close contacts (*not* every student/faculty member) may be asked to stay home and monitor symptoms for 14 days.
- In the event that a student, staff member or visitor to the school is or is presumed to be positive for COVID-19, regional or local public health officials will be contacted to determine any additional steps related to communication, quarantining practices, enhanced cleaning or disinfection processes, or school facility closure. **State of Louisiana contact tracers will conduct contact tracing activities, including school-based contacts.**

Brother Martin will take the following steps when a student or staff member has been identified as having COVID-19:

- Communicate to appropriate faculty, students, and parents as soon as possible while maintaining the privacy of each individual
- Plan for both routine and “deep” cleaning as warranted
- Ensure continuity of education for students/staff who are quarantined or isolated
- Prepare plans for school closures (3-5 days) if the school environment is determined, in consultation with our Regional Medical Director, to be a source of ongoing COVID-19 spread

The decision to close school will ultimately be made by school leadership with guidance from our Region 1 Medical Director.

- Factors that will be considered in closing a school or classroom will be the level of community transmission, number of students/faculty affected, and risk of spread at the school.

Instructional Models - Possible Scenarios:

The overall instructional philosophy will remain founded in the charism of Father Andre’ Coindre and aligned with the educational tradition of the Brothers of the Sacred Heart, which prioritizes Religious Values, Personal Attention, Academic Excellence, and Friendly Discipline.

All efforts for seamless transitions will be made among the three options within a 24 to 48 hour turnaround. At all times, remote learning competency and technology must be maintained among students and faculty.

Normal Learning, Instruction, & Campus Operation

- Classes and schedules return to normal while adhering to maximum group sizes.
- Some safety protocols continue indefinitely into the future.
- Remote attendance remains an option for vulnerable students. **See “Remote Learning for Vulnerable Students” (p. 8).**
- Significant restrictions could apply as necessary, including but not limited to limitations on certain congregations prior to school.
- Teachers will lead instruction from their classrooms at school.
- Teachers or students identified as ill or who are under quarantine will participate in instruction from home via the “Remote Learning Plan”. This plan is flexible depending on the specifics of each situation.

Hybrid Learning, Instruction, & Campus Operation

- The curriculum has been adapted to maximize instructional time and to ensure that all skills and content within a course are covered.
- Instruction is conducted from campus with a reduced population of students under extremely significant restrictions as outlined in this document.
- The student body will be split into A and B cohorts to achieve physical distancing guidelines to the maximum extent possible.
- Teachers will lead instruction from their classrooms at school. Students who are assigned to the day’s cohort will be in the classroom, physically distanced to the maximum extent possible.

- Students who are not assigned to the day’s cohort will work independently from home using Schoology applications to complete assignments as well as other means as determined by the Assistant Principal for Academics.
- Teachers or students under quarantine will participate in instruction and learning on a case-by-case basis in collaboration with the Assistant Principal for Academics.

HYBRID LEARNING DAILY SCHEDULE

The Hybrid Learning Daily Schedule consists of an extended 8 period day of 55 minutes of instruction:

1st Tone	7:40 AM
1st Period	7:45-8:40
2nd Period	8:43-9:38
3rd Period	9:41-10:36
4th Period	10:39-11:34
5th Period	11:37-12:32
6th Period	12:35-1:30
7th Period	1:33-2:28
8th Period	2:31-3:26
Staggered Dismissal by Grade Level	3:26-3:35

Remote Learning, Instruction, & Campus Operation

- Learning and instruction will be fully-remote in the event of a closed campus.
- *Remote Learning Principles & Guidelines* will be instituted with the commencement of remote learning and will carry a higher standard of expectation with respect to the use of live conferencing, attire/composure of students, and classroom engagement and assessment. Specific guidelines will be communicated in the event that this scenario is necessary.

REMOTE LEARNING FOR VULNERABLE STUDENTS (RLVS)

This option is provided **ONLY** for those students and families who are uncomfortable returning to campus, or are deemed vulnerable or immunocompromised. This option **DOES NOT** apply to students who are quarantined for a period of 14 days. Students in quarantine will continue their learning remotely as prescribed by their individual teachers.

Students who elect this option agree to engage in RLVS for a full, nine week quarter.

Students will engage in an online learning platform as prescribed by Brother Martin High School. Please contact Mrs. Jill Gomez, our Director of Formation at Brother Martin, at jgomez@brothermartin.com if you are considering this alternative for your son.