



DE LA SALLE COLLEGIATE

BUILDERS *of* BOYS. MAKERS *of* MEN.



RETURN TO SCHOOL PLAN
2020-2021

UPDATED: 8/6/20

A LETTER FROM THE PRINCIPAL

De La Salle Collegiate Families,

Thank you again for your continued support of our De La Salle community as we make our way through this unprecedented time together. It is times like these which ground us in our faith, bind us together as a community and allow us to show everyone what the De La Salle experience is truly all about.

As you read through this plan, you can also reference the [MI Safe Schools Return to School Roadmap](#) and [Archdiocese of Detroit plan](#) which are being followed in accordance with the [CDC guidelines](#). Also the [American Academy of Pediatrics](#) has stressed in-person schooling where possible and safe

Our focus has been on returning to in-person learning in the safest way possible, while still bolstering our distance-learning program so the plans are thorough and ready to implement without delay.

The three common scenarios that were considered included:

1. A full return to in-person learning.
2. A hybrid of in-person and distance learning.
3. Full-distance learning.

The two committees focused on academic programming and protocols, and the health and safety logistics of reopening. In addition, our Athletics Department has been working within the MHSAA guidelines to restart interscholastic athletics. Our Marketing and Communications team has been at the forefront of communicating the updates to families as clearly, concisely, and regularly as possible.

Many of the decisions are complex and multi-faceted. The final recommendations are an imperfect solution to an impossible situation, but we are committed to following best practices and implementing them to the benefit of all invested parties.

We look forward to the opportunities for De La Salle to once again show everyone how we are encouraging students to develop their faith, character, intellect, and morality in a truly Lasallian way. We will leverage this COVID-19 experience by teaching valuable lessons of what it means to be a Christian young man in challenging times, strengthening their commitment to Christ, their community, their understanding of science, and how to be a good citizen.

We will ask students, their parents, and the community to continue to adhere to hand hygiene, masking, and social distancing outside of school in their daily lives to assure our community weathers COVID-19, protects our fellow community members and gets kids back to school.

Rest assured, whether we are in person or distance learning, we will create and foster an atmosphere of collegiality and collaboration with our parents, students, and staff.



Mr. Nathan R. Maus '99
Principal

A LETTER FROM THE ASSISTANT PRINCIPAL

Welcome back Pilot Nation!

Over 300 years ago, our founder, St. John Baptist de La Salle said, *"Leave aside all your worry about the present and your anxiety about the future; occupy yourselves with what you have to do at each moment as it is given to you, and do not burden the day which is passing with doubts about the day to follow."*

Never was this quote more true than now as the faculty and staff at De La Salle Collegiate not only met the challenge of distance learning, but fully exceeded all expectations.

As we transition to the 2020-21 school year, De La Salle is renewing a commitment to maintain and continue a standard of academic excellence. To that end, our teachers and staff met, discussed, and collaborated to plan and prepare for a new educational reality. Utilizing the direction given in the State of Michigan's Return to School Roadmap, Phase 4 gives us the ability for students to return to campus for traditional in-person instruction. Specifics on all of our efforts are contained in this document, which also discusses the different scenarios students and parents may be facing as we begin another school year.

Should the governor make the decision to return to Phases 1-3 -- know that we have planned and prepared for that eventuality -- we will continue the best practices that were successful in the spring, and those initiatives will be complemented with advancements in scheduling, technology, communication, and student services.

While our world may be filled with worry and anxiety, one element that has not changed at De La Salle Collegiate; then, now, and going forward are efforts of the faculty and staff that you entrust to your sons. It is a commitment that all of us take very seriously and we all look forward to sharing this school year with you.



Mr. Christopher M. Dean '89
Assistant Principal of Academics



De La Salle Collegiate Health and Safety Committee

OUR MISSION: While school may look different, our goal of providing our students with an academically-rigorous Catholic education in the Lasallian tradition remains unchanged.

The De La Salle Collegiate subcommittees members for Health and Safety, Academic Process and Protocols, and Academic Skills and Practice:

- Mr. Nathan Maus '99 *Principal*
- Mr. Joe Gerardi '86 *Vice President of Mission and Ministry, Operations and Tuition Assistance*
- Mr. Greg Esler *Advancement Director*
- Mr. Chris Dean '89 *Assistant Principal*
- Mr. Brent Widdows *Assistant Principal*
- Dr. Peter Watson '90
- Dr. Salvatore Ventimiglia '89
- Mr. Eric Wynn *IB Coordinator*
- Mr. Bill Roose *Vice President of Marketing and Communications*
- Mrs. Jo Marie Ragona *Campus Ministry*
- Mr. Kevin Fitzhenry '03 *Digital Marketing*
- Mr. Aaron Wladishkin *Teacher*
- Mrs. Adriana Vidican *Teacher*
- Mr. Anthony Albani *Counselor*
- Mr. Dave Slusser '93 *Teacher*
- Mr. Robert Black *Teacher*
- Mr. John Hicks *Teacher*
- Mr. Dennis Parks *Interim Athletic Director*
- Mrs. Sheryl Anderson *Technology*
- Mrs. Jacqueline VanThomme *Teacher*
- Mrs. Jeana Page *Teacher*
- Mr. Joe Novak '03 *Teacher*
- Mrs. Kasia Griffith *Teacher*
- Mrs. Kathleen Erickson *Teacher*
- Mr. Mike Szatkowski '73 *Academic Interventionist*
- Mr. Kyle Kopy *Teacher*
- Mr. Scott Grimmer *Teacher*
- Mrs. Arran Meier *Teacher*
- Mr. Andrew Campbell *School Psychologist*
- Mrs. Lindsey Tula *Teacher*
- Mr. Mike Shortt '04 *Teacher*
- Mr. Thomas VanThomme *Teacher*
- Mrs. Nikki Sancimino *Parent*
- Mrs. Jen Opolski *Parent and Nurse*
- Mrs. Patti Freese *Parent*
- Mr. Tony Cona *Hall Monitor, former police officer*

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Our Plans to Return to School

Throughout the summer, we have been working diligently on both our academic and health and safety plans for the school year, as well as the logistical challenges of bringing our students back to campus in a COVID-19 world. We have created this Back-to-School Roadmap presentation to guide you through this process.

Please note that the Back-to-School Roadmap presentation is a living document, and it will continue to be updated as the State and AOD begins to ease the restrictions and gives further guidance to schools.

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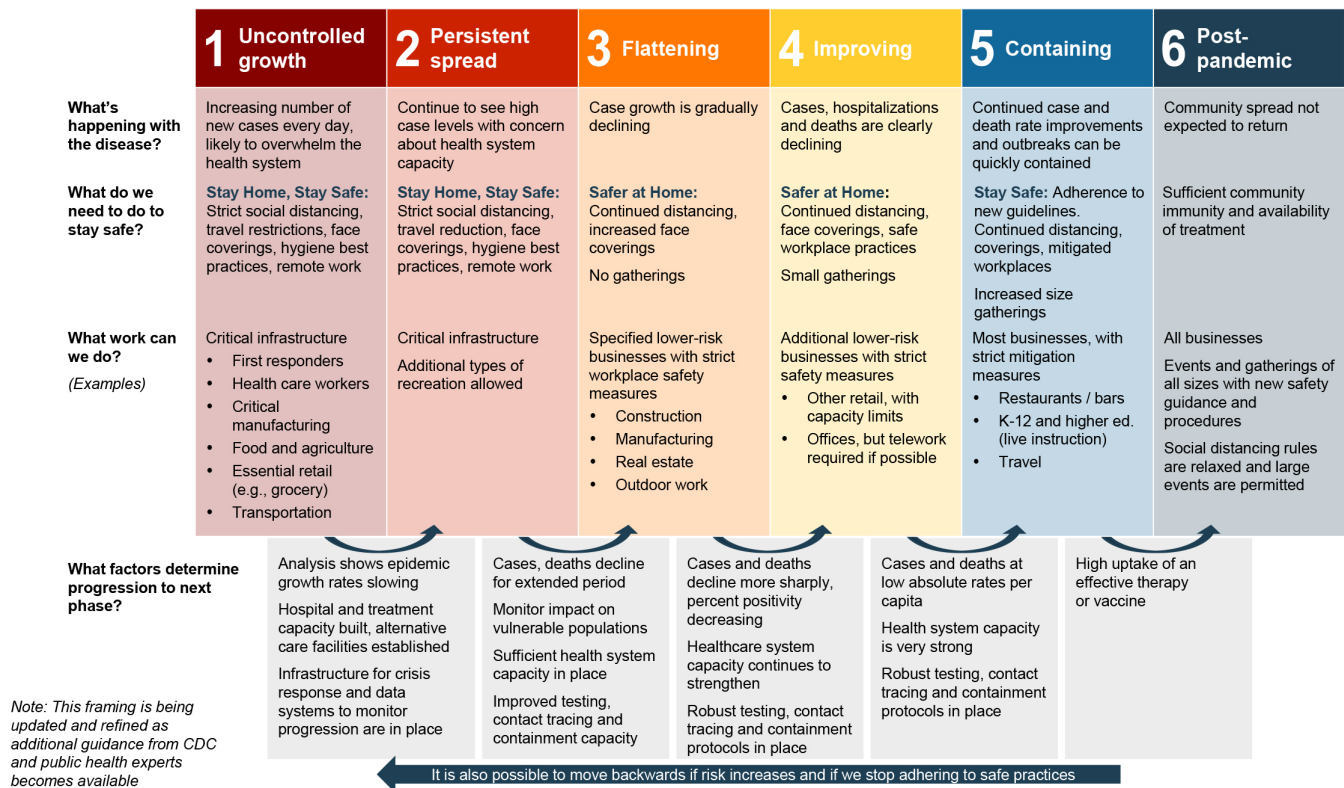
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THE ACADEMIC YEAR

MICHIGAN'S ROADMAP TO RETURN



The Return to School Roadmap is based off of the [MI Safe Start Plan](#).

As of July 15, all schools are permitted to resume in-person instruction beginning in Phase 4. This return-to-school plan focuses on the elements of Phase 4 and return to traditional face-to-face instruction. All PreK-12 schools will be required to follow the safety protocols outlined in the Roadmap which were noted as “required” thus mitigating the spread of COVID-19. De La Salle Collegiate has decided to implement a majority of the “strongly recommended” or “recommended” practices, which goes above and beyond what is required. Schools retain authority to enact stricter public health requirements than is mandated within this Roadmap.

The De La Salle Collegiate plan is in compliance with the [Archdiocese of Detroit's reopening plan](#) which will be filed with the Michigan Department of Education.

RETURN TO SCHOOL SCENARIOS

Based on the MI Safe Start Plan, there are four options for the 2020-21 school year:

1. MI Safe Start Phases 1-3

All school buildings are closed to students, and instruction is delivered via distance learning.

2. MI Safe Start Phase 4

School is open for in-person instruction with more stringent required safety protocols.

3. MI Safe Start Phase 5

School is open for in-person instruction with moderate required safety protocols.

4. MI Safe Start Phase 6

School is open for in-person instruction with minimal required safety protocols.

OUR ACADEMIC PLAN

Based on the MI Safe Start Plan, there are two scenarios for school opening in August:

Option 1 (MI Safe Start Phase 4-6) ***Current Plan***

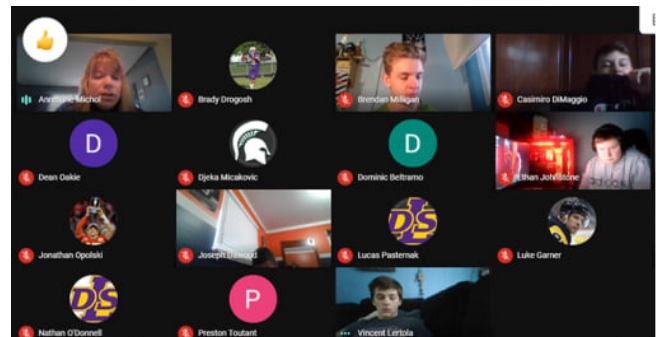
- Orientation for upperclassmen and their parents/guardians will be using an on-demand video starting Aug. 17.
- Orientation for freshmen and their parents/guardians will be in-person and split alphabetically to maintain social distancing, on Aug. 18-19 from 6-8 p.m.
- Student pictures will take place on:
 - Freshmen (Aug. 20, 6-8 p.m.)
 - Sophomores (Aug. 21, 6-8 p.m.)
 - Juniors (Aug. 26, 9 a.m. – 12 p.m.)
 - Seniors (Aug. 27, 9 a.m. – 12 p.m.)
- Classes begin for Freshmen only, on Thursday, Aug. 27 (Purple) and Friday, Aug. 28 (Gold).
- Classes for everyone will start Aug. 31.
- We will begin with a Purple/Gold schedule (extended learning)



This will allow for the fine tuning of our new Health and Safety procedures and policies and will help to minimize hallway transitions.

Option 2 (MI Safe Start Phases 1-3)

- All orientations will be held virtually.
- Classes will start Aug. 27-28 for freshmen only.
- Classes for all students will start Aug. 31.
- The school building and campus will be closed to all students.
- Distance learning will be conducted synchronously in a two-day rotation:
- Purple Day = Periods 1-4.
- Gold Day = Periods 5-8.
- Classes will run from 8 a.m. until 2:45 p.m. following the normally scheduled Purple/Gold time.
- Each class period will consist of a mix of live instruction, videos, discussions, breakout sessions, and guided projects.
- 10-minute breaks between classes will allow for bathroom breaks, food, etc.
- An Advisory/Lunch period will also be scheduled.
- Teachers and counselors will hold regular office hours during free periods and by appointment.
- Student resources will remain accessible for students virtually.

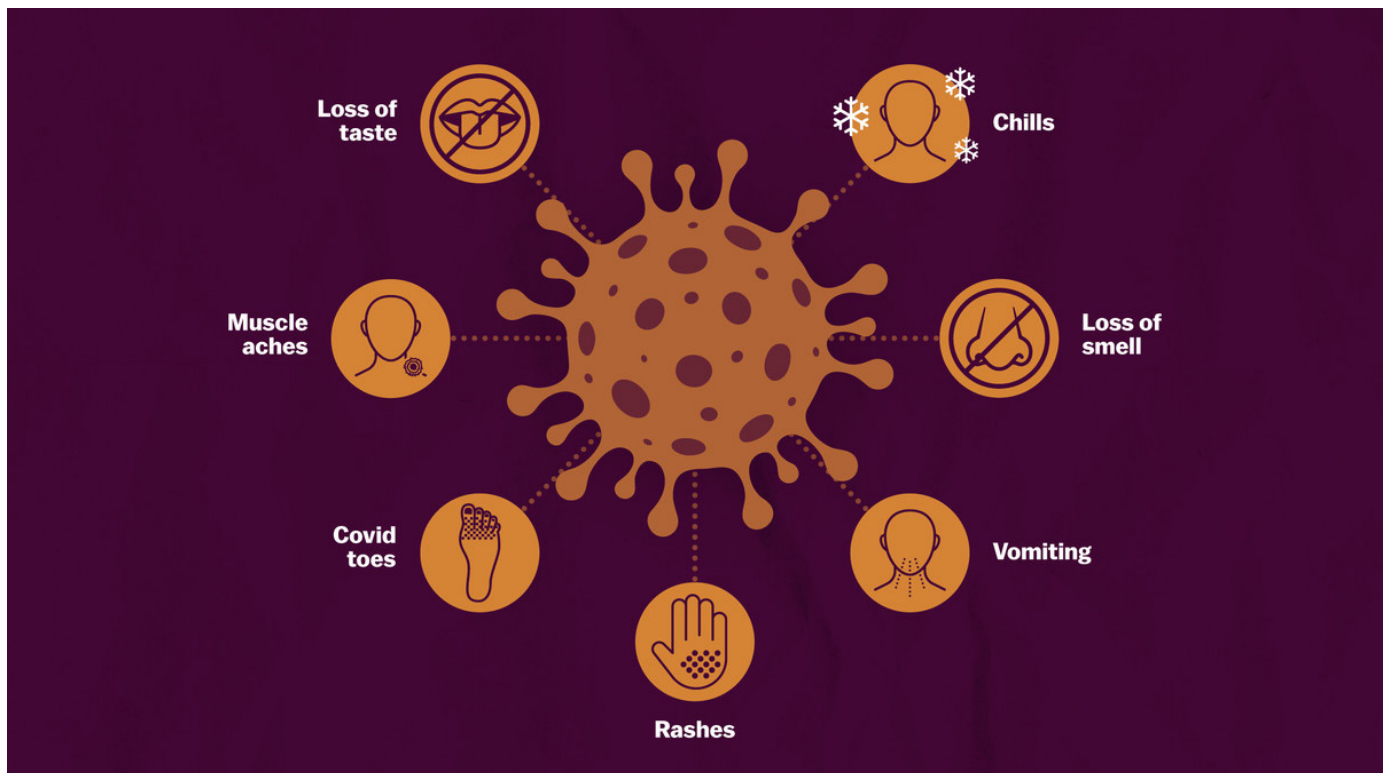


HEALTHCARE PROFESSIONAL

De La Salle Collegiate takes the health and safety of all of our staff and students very seriously and are planning to provide a healthcare professional to be onsite to assist in those times when there is a need for additional consultation.

In response to the challenges that COVID-19 brings to a school community, we will employ licensed personnel to help with the expertise that can only come from the certification and experience that healthcare professionals have earned. This professional will be trained in basic cardiac life support, with the ability to do basic assessments (HR, blood pressure, pulse oximetry). They will also have medical back up with telemedicine from Ascension.

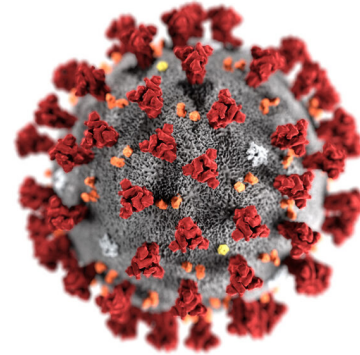
We will be creating an onsite isolation area to properly care for the students who might become sick throughout the day. The healthcare professional will be knowledgeable in the rules and regulations of HIPAA and FERPA.



COVID-19 ILLNESS REPORTING POLICY

Listed below are [common signs and symptoms of COVID-19](#):

- Fever (temperature of 100.4F or greater)
- Cough
- Shortness of Breath
- Difficulty Breathing
- Muscle Pain
- Headache
- Sore Throat
- Loss of Taste or Smell
- Persistent Pain or Pressure in Chest
- Inability to Arouse
- Bluish Face or Lip



Macomb County Health Department Resources

- [Responding to Cases of COVID-19 Among Students, Teachers and Staff](#)
- [Possible COVID-19 Cases in Students](#)
- [Possible COVID-19 Cases in a Teacher or Staff Person](#)

Reporting and Referral

Isolation: Individuals with a COVID-19 diagnosis are required to self-isolate for a minimum of 10 days after developing signs and symptoms and until they have been without a fever for 72 hours and other signs and symptoms have improved.

Quarantine: Signs and symptoms of COVID-19 may present 2-14 days following an exposure. Any individual with a potential or known exposure to COVID-19 will not be permitted to return to school for 14 days following exposure.

- Any individual with a family or household member with a current COVID-19 diagnosis will not be permitted to return to school until 14 days past their last exposure.
 - Individuals diagnosed with COVID-19 are considered contagious until they have been without a fever for 72 hours and other signs and symptoms have improved.

Clearance after COVID-19 Diagnosis: Any individual diagnosed with COVID-19 will not be permitted to return to school until written clearance is provided to the school's health professional. The following information must clearly stated:

- Diagnosis
- Date cleared to return to school
- Physician's name and contact information, clearly written
- Physician's signature

STUDENT WELLNESS

School Psychologist Andrew Campbell (right) will act as De La Salle's mental health liaison. He will continue to coordinate and work with students, parents, and outside service providers to ensure appropriate social, emotional, and behavioral support is provided.



Mental & Social-Emotional Health

- All students with pre-existing mental health services or academic support plans will be met on an individual basis by their counselor and our school psychologist.
- The Counseling Department will continue to serve our students with an open-door policy for student referrals.
- Teachers will be provided with referral forms for socially, emotionally, and behaviorally at-risk students to initiate counseling contact as quickly as possible.
- Teachers will receive new training on current academically at-risk referral forms to ensure that any and all students who may have fallen behind are supported through our Academic Support team programs.
- Staff will receive ongoing training and professional development on best practices for referral processes, trauma-informed approaches, self-care, and for working with students who have academic, social, emotional, or behavioral needs.
- Counselors will continue to update parents through weekly and monthly newsletters.
- Resources and tips for parents will be provided through our weekly/monthly newsletters.

For more information regarding De La Salle's Counseling Department, [click here](#).



GLANCE AT AUGUST

In order to provide a safe environment for all students and staff a staggered approach to reopening this fall is being used to maximize facility use and ease everyone into a new academic year.

- **Aug. 7:** Detailed reopening plan released to all school constituent groups.
- **Aug. 10:** Zoom video call with all staff members for updates and Q&A.
- **Aug. 17:** Virtual Orientation (for Seniors, Juniors, Sophomores).
- **Aug. 18:** Freshmen Orientation (alphabetically: A-Mar), 6-8 p.m.
- **Aug. 19:** Freshmen Orientation (alphabetically: Mau-Z), 6-8 p.m.
- **Aug. 20:** ID Picture Day (freshmen), 6-8:30 p.m.
- **Aug. 21:** ID Picture Day (sophomores), 6-8:30 p.m.
- **Aug. 26:** ID Picture Day (juniors), 9 a.m.-12 p.m.
- **Aug. 27:** ID Picture Day/cap-and-gown measurements (seniors), 9 a.m.-12 p.m.
- **Aug. 27:** Purple Day (freshmen only).
- **Aug. 28:** Gold Day (freshmen only).
- **Aug. 31:** First Day of School (all grades) Purple Day.



CAMPUS MINISTRY

Our students' relationship with Jesus Christ is the cornerstone of Lasallian education and at De La Salle Collegiate. In a time of uncertainty, there is more need for strength and comfort through the Holy Trinity. In that light, Campus Ministry embraces the challenges COVID-19 presents, confident that we are always in the holy presence of God. This IS what De La Salle gives to boys that they will not always receive online or in public school.

Campus Ministry is planning retreats, liturgies, service events and mission trips that will meet the guideline of the State of Michigan and the Archdiocese of Detroit at every stage of the COVID-19 plan.

The content will remain the same, though the format may change. For instance, Campus Ministry will be coming to students in their classrooms. Small groups will make use of the chapel for meditation and prayer services. The new Saint John Baptist de La Salle Field will accommodate larger gatherings. We are partnering with [St. Faustina Parish](#) to use its church and facilities. Live speakers and online streaming will allow for interaction, prayer, and reflection. Social media will play a part in students' connection with Campus Ministry events and one another. Sacramental preparation, altar server, and Eucharistic minister training will be on the calendar as they have been in the past. We will celebrate Advent and Lent as the liturgical year progresses.

Our goal is to make Campus Ministry vibrant, interactive, and accessible to our young men while looking out for their physical, social, and spiritual well-being.

For more information regarding Campus Ministry and Christian Service, visit their [webpage](#).



TECHNOLOGY

An investigation of our technology resources and improvements were completed and recommendations are being implemented to improve the delivery and functionality of our hardware and software used in delivering a quality in-person and distance-learning experience.

All teachers and staff were provided with the following Technology Professional Development sessions in person and virtually:

- **July 7:** Google Meet Basics and Extensions to Add
- **July 9:** Screencastify
- **July 13:** Google Classroom Basics
- **July 16:** Google Classroom Advanced
- **July 21:** Add-on and Extensions
- **July 23:** Flipgrid
- **Aug 4:** Using Credible Research Resources
- **Aug 6:** What to do with a Chromebook besides just access to the internet.

The technology plan also includes usage of the following software/licenses:

- Infinite Campus Learning Suite
- G Suite for Education
- GMail, Classroom, Meet, Docs, Slides, Sheets, Forms
- Screencastify
- Edpuzzle
- Flipgrid



ATHLETICS

• DE LA SALLE'S RETURN TO PLAY PLAN FOR OUR STUDENT-ATHLETES

De La Salle will continue to work collaboratively with the [Michigan High School Athletic Association](#), [Michigan Department of Health and Human Services](#), and [National Federation of High Schools](#) to ensure all protocols and procedures are in compliance.

Athletic seasons are determined by the MHSAA. De La Salle is a member of the MHSAA, and will participate in the schedule presented by the association.

This policy (above link) was developed based on recommendations described in the MHSAA and NFHS Guidance for Opening Up High School Athletics and Activities, and subsequent MHSAA Summer Guidance updates; the Return-to-Sports

Considerations for Secondary School Athletic Trainers; the Macomb County Department of Public Health Guidelines; and the Centers for Disease Control and Prevention. Additionally, this policy describes the necessary steps that will be taken in the event that a student-athlete, coach, or other employee shows signs and symptoms, or tests positive for COVID-19.

PRE-PARTICIPATION PHYSICAL EXAMINATION

Pre-Workout Screening Process

- All student-athletes and coaches are required to be screened through FinalForms on a daily basis for signs and symptoms of COVID-19.
- The following will be recorded each session:
 - Time
 - Athlete/Coach temperature
 - Have you experienced a persistent cough in the past 72 hours?
 - Have you experienced a sore throat in the past 72 hours?
 - Have you experienced shortness of breath in the past 72 hours?
- Have you had close contact with, or cared for someone with COVID-19?
- Any individual with positive signs or symptoms, a "yes" answer to the screening questionnaire, or temperature of 100.4F or higher will not be allowed to participate until written medical clearance is provided (see COVID-19 Reporting Policy below).

Standard Precautions – Personal Hygiene

- Hand Washing frequently and use of hand sanitizer
- Regular cleaning of sports equipment
- Face Coverings worn when not engaged in physical activities
- Regular Facilities Cleaning and Disinfecting
- Hydration
- All student-athletes are required to bring their own water bottles.
- Locker Rooms
 - All locker rooms/changing facilities and indoor spaces are closed until specifically noted.
 - Athletes should arrive to practice in the appropriate practice attire.

ATHLETICS (CONT'D)

COVID-19 Illness Reporting Policy

Signs and Symptoms

Listed below are common signs and symptoms of COVID-19:

- Fever (Temperature of 100.4F or greater)
- Cough
- Shortness of Breath
- Difficulty Breathing
- Muscle Pain
- Headache
- Sore Throat
- Loss of Taste or Smell
- Persistent Pain or Pressure in Chest
- Inability to Arouse
- Bluish Face or Lip



Reporting and Referral

Isolation: Individuals with a COVID-19 diagnosis are required to self-isolate for a minimum of 10 days after developing signs and symptoms and until they have been without a fever for 72 hours and other signs and symptoms have improved.

Quarantine: Signs and symptoms of COVID-19 may present 2-14 days following an exposure.

- Any individual with a potential or known exposure to COVID-19 will not be permitted to practice for 14 days following exposure.
- Any individual with a family or household member with a current COVID-19 diagnosis will not be permitted to practice until 14 days past their last exposure.
 - Individuals diagnosed with COVID-19 are considered contagious until they have been without a fever for 72 hours and other signs and symptoms have improved.

Clearance after COVID-19 Diagnosis

Any individual diagnosed with COVID-19 will not be permitted to return to practice until written clearance is provided to the athletic trainer. The following information must clearly stated:

- Diagnosis
- Date Cleared to Return to Play
- Physician's Name and Contact Information, clearly written
- Physician's Signature

CLUBS & ACTIVITIES

With a variety of co-curricular activities at De La Salle Collegiate, we are working together to develop a plan for each group to continue their activities by following the recommended guidelines.

It will be up to each moderator of co-curricular clubs/activities to submit a plan in writing to the Administration for approval.

We know that the activities on campus are a huge part of student life at De La Salle, and will work to ensure they can operate in a safe manner and setting.

Students currently involved in a club should contact their moderator to help develop a plan. Incoming students will learn more information about all clubs and activities sometime in September.





WHILE ON CAMPUS

ACADEMIC PLANS: PHASES 4-6

PERIOD	PURPLE SCHEDULE	PERIOD	GOLD SCHEDULE
1	8:00 – 9:20	5	8:00 – 9:20
2	9:30 – 10:50	6	9:30 – 10:50
LUNCH / ADVISORY	11:00 – 11:45	LUNCH / ADVISORY	11:00 – 11:45
3	11:55 – 1:15	7	11:55 – 1:15
4	1:15 – 2:45	8	1:25 – 2:45

Period 8 has been added to the schedule to accomplish the following objectives.

- Some classes may be split into two sections. This may typically happen to a large class that could not be scheduled elsewhere. That additional section would be scheduled during Period 8.
- Period 8 can allow school groups and some extra curriculars (such as student council or NHS) to meet while observing social distancing guidelines. It was identified that this dynamic is important to maintain as part of the De La Salle experience as much as possible.
- Period 8 should be used by departments and Academic Support to conduct remediation and/or academic assistance. This period should be scheduled in advance as best as possible to monitor student placement and observe social distancing guidelines.
- Period 8 can also be utilized by departments to provide collaboration, meeting or training, if necessary.
- If a student does not have a period 8 class assigned, scheduled club meeting or academic support; they must leave the building.

INSTRUCTION & TECHNOLOGY

All De La Salle classes will utilize Google Classroom, as well as:

- Follow Classroom naming standards.
- Consistent and clear naming of assignments and tests in Google Classroom.
- Inclusion of “Due Dates” on assignments in Google.
- Syllabus clarities and consistencies.
- Utilize Google Chat as a primary communication tool.
- Direct parents to sign up to receive Google Classroom summaries to increase parent visibility and participation.
- Implement a weekly (five-class period rotations) schedule that will follow a consistent pattern of instruction delivery, clarification, Q&A, discussion breakouts, investigations, and assessment.
- Department leaders and administrators will be added as co-teachers on all Google classrooms.

Additionally, teachers are encouraged to utilize several of the web-based tools that were available and have been renewed for the 2020-21 school year such as Screencastify, Edpuzzle and Flipgrid.

- Training sessions were established throughout the summer, both virtually and in-person.
- Continued tech support is available virtually throughout the school day while in Phase 1-3.
- An additional instructional Skills-and-Practice team was designed to provide departments and teachers assessment alternatives.

ACADEMIC PLANS: PHASES 4-6 (CONT'D)

LESSONS

- Lesson plans are prepared with a three week advance window in anticipation of teachers/students being potentially unavailable for class.
- The Counseling Department will assist with overall check-in and flow of the class when necessary.
- Livestreams or recordings of instructional lessons will be used to assist students who may not be able to attend school, but are otherwise able to participate.
- Semester planning and preparation will begin as soon as possible.
- Labs and other group-related activities must observe social-distancing guidelines or otherwise be demonstrated virtually.
- Per our healthcare professionals, Drs. Watson and Ventimiglia, students will be allowed to have supervised outdoor face-mask breaks.

LEARNING SPACES

- Consideration of room occupancy is a primary consideration in the placement of classes.
- The Bill Fox Gymnasium and TARMAC (library) will be utilized often as additional classroom spaces, especially for classes that exceed 26 students. The gym and TARMAC will provide social distancing and be equipped with necessary technology and support.
- While it is possible that teachers may not be in the same learning space for the whole day, strong consideration was given to limiting movement as significantly as possible.
- When learning spaces are not being utilized during the day, they will be scheduled to be cleaned.
- Physical Education classes will be held in classrooms.
- The weight room will not be used in Phases 1-4 of the state's Return to School Roadmap.



ACADEMIC PLANS: DISTANCE LEARNING

Academic plans for Distance Learning – for cases of necessary isolation, quarantine, and medically required to stay at home, as determined on a case by case basis with consultation of counselors and Administration. This is also used if the State moves back into Phases 1-3.

SCHEDULE

De La Salle would return to a similar five-day Purple & Gold rotating schedule.

PERIOD	PURPLE SCHEDULE	PERIOD	GOLD SCHEDULE
1	8:00 – 9:20	5	8:00 – 9:20
2	9:30 – 10:50	6	9:30 – 10:50
LUNCH / ADVISORY	11:00 – 11:45	LUNCH / ADVISORY	11:00 – 11:45
3	11:55 – 1:15	7	11:55 – 1:15
4	1:15 – 2:45	8	1:25 – 2:45

For most students, the extra period on Gold Day will serve as continued instruction to ensure students are maintaining pace, for others, it may serve as a scheduled class period.

Attendance will be taken daily at an Advisory with mandatory student check-ins and participation. School-wide prayer, pledge and announcements will occur at this time daily. Virtual Advisory activities will be conducted at least twice a week. Absences would be reported on Infinite Campus. Unexcused absences would be referred to the Assistant Principal for Student Life for follow-up and possible consequences in conjunction with the attendance secretary and counselors.

Classes will reasonably follow the daily schedule provided above. Consideration will be given to allow for home and/or health situations. Instructional or conference time would not be scheduled during the daily Advisory period.

INSTRUCTION & TECHNOLOGY

All De La Salle classes will be conducted through Google Classroom, and will:

- Follow classroom naming standards.
- Have consistent and clear naming of assignments and tests in Google Classroom.
- Include “Due Dates” on assignments in Google.
- Utilize Google Chat as a primary communication tool.
- Implement a weekly (five-class period rotations) schedule that will follow a consistent pattern of instruction delivery, clarification, Q&A, discussion breakouts, project work, and assessment.
- Direct parents to sign up to receive Google Classroom summaries to increase parent visibility and participation.
- Include department leaders and administrators as co-teachers on all Google Classrooms.

ACADEMIC PLANS: DISTANCE LEARNING (CONT'D)

Additionally, teachers are encouraged to utilize several of the web-based tools that were available and have been renewed for the 2020–21 school year such as Screencastify, Edpuzzle, and Flipgrid.

- Training sessions have been established for both virtually and in-person.
- Continued tech support will be available virtually throughout the school day while in Phase 1–3.
- An additional instructional Skills-and-Practice team was designed to provide departments and teachers assessment alternatives with virtual learning.

LESSONS

- Lesson plans are prepared with a three week advance window in anticipation of teachers/students being potentially unavailable for class.
- Semester planning and preparation should begin as soon as possible.
- Each class period will consist of a mix of live instruction, videos, discussions, breakout sessions and guided projects.
 - Instructional lessons will be presented live and recorded, or recorded ahead of time to be delivered on-demand.
 - Instructional lessons will be 3–5 minutes long.
 - If more time is needed for full instructions multiple video segments will be used.

COUNSELING & SUPPORT

- Review student's 504 plans in coordination with teachers to address student's needs based on assessment data/parent feedback. Accommodations made when necessary and applicable.
- Conduct checkpoints with students/families as necessary to ensure any additional academic/emotional support.
- Continue services directing students towards post-high school (college, work force, etc) through any/all virtual means necessary.



PPE & MASK REQUIREMENTS

The following is a State of Michigan and Archdiocese of Detroit mandate in order for ALL students, faculty and staff to follow once school begins. We are currently in Phase 4 MI Safe Start Protocols.

REQUIRED PERSONAL PROTECTIVE EQUIPMENT

Appropriate masks consistent with State and CDC guidelines are considered part of the De La Salle dress code, and must always be worn by staff members and students except for meals. Any person who cannot medically tolerate a facial covering must not wear one. Any person that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

- Any person who is medically unable to wear a face covering must have a doctor's note from the primary care physician on file with the school explaining that they are medically unable to wear a face covering.
- Homemade facial coverings must be washed daily.
 - Students and staff members will be provided one De La Salle Collegiate mask
 - Staff members will be provided a clear face shield
- Disposable facing coverings must be disposed of at the end of each day

In regards to the type of face covering that can and can not be worn in school:

- A De La Salle-branded mask is allowed
- Daily throw away masks are allowed
- Solid color mask only
 - No Gaiter coverings
 - No writing of any kind
 - No strips, dots, two-tone, and flag-based masks
- You are not allowed to "bling out" or personalize your mask in any way
- According to the CDC guidelines, a face shield cannot be worn in place of a mask. If a person wishes to wear a face shield they must also wear a mask.
- Those who do not comply with the above will not be allowed to enter the school.



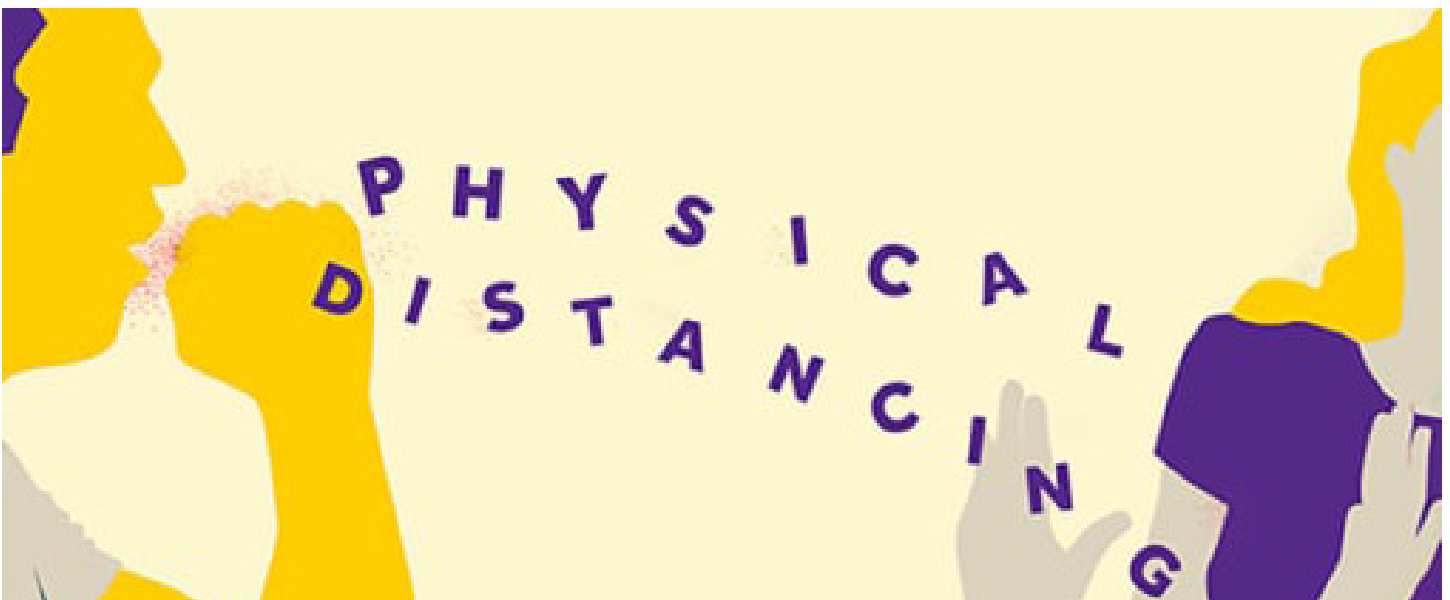
DAILY ENTRY & STUDENT SCREENING

STUDENT SCREENING REQUIREMENT

The best way to protect our students is for every student and family to keep safe and assess risk every day BEFORE coming to school.

- Families are strongly encouraged to take their son's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Clear To Go! app will be used for student health checks prior to arriving at school.
- Students will check-in at their designated entrance and answer health-screening questions.
 - Thermographic temperature scanning cameras at three entrances.
 - Doors open at 7:30 a.m.; at 8 a.m. the main entrance will be solely used.
 - Once checked in, students will be told to go straight to their lockers (if and only if they have outdoor wear to place into their lockers).
 - Lockers will be assigned, but not used during class instruction.
 - Due to COVID-19 and the possibility of going into Phase 3, students will have all class materials in their backpacks.
 - Students will be allowed to take backpacks to class.
 - Students will be asked to safely space their backpacks per teachers instructions.
- Students will not be allowed to go to their lockers at anytime during the school day.
- After the dismissal of their last period they may go to their lockers and retrieve any personal belongings.
 - Lockers should be cleaned out at the end of every school day.
 - All books for classes should be at home for the student to prepare for the next day.

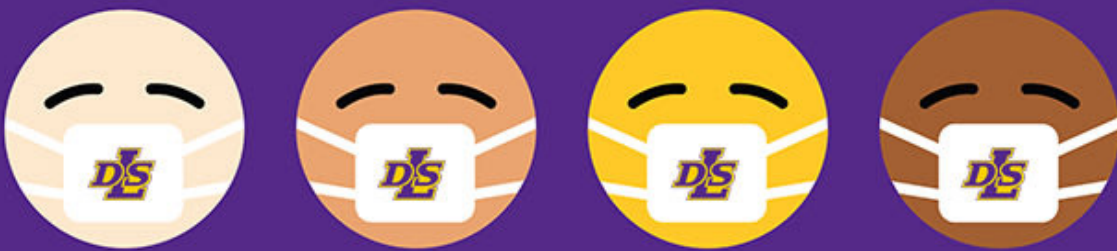
The more students self-monitor and stay home when at risk, the more the rest of the students and faculty are all protected and less disruption to the school. This requires all families to commit to watching out for potential signs and symptoms or exposure.



SCREENING FOR STUDENTS / STAFF

The Following Safety Points will be requirement for all students, staff and faculty. As we recognize this is only "Highly Recommended," the safety for all our community members must come first.

- Any staff member or student who is sick, must stay home. Here is a great [self-assessment resource](#) from Ascension.
- All students and staff members will be screened using a simple health screening process prior to entering the building.
- De La Salle Collegiate will identify and designate a quarantine area and a staff member to care for staff members and students who become ill at school.
 - Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
 - Identified school staff members caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
 - Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
 - Staff members should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.
- COVID-19 symptomatic students sent home from school must be kept home until they have tested negative for COVID-19, have completely recovered according to CDC and local health department guidelines, or provide authorization to return to school by their health care provider.
- Every effort will be made to keep our students current on their curriculum. If they must stay home we do not want them to feel disadvantaged for staying safe.



POSITIVE TEST CASES

COVID-19 symptomatic students sent home from school must be kept home until they have tested negative for the virus, have completely recovered according to CDC and local health department guidelines, or provide authorization to return to school by their healthcare provider.

- Test locations can be found using the [Michigan.gov testing locator](#).
- Test sites offer free testing, without doctor's order.
- Staff who become ill must notify their direct supervisor and report for off-site testing immediately.
- 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.
- Families will be notified of the presence of any clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. HIPAA and FERPA rules apply.
- If a student tests positive, he must notify the school health professional immediately.
- At this time, according to Michigan.gov, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- De La Salle Collegiate will cooperate and consult with the Macomb County Health Department if a confirmed case of COVID-19 is identified, and, in particular, collect the contact information for any close contacts of the affected individual from two days before the individual person showed symptoms to the time when the individual was last present at the school.
- The local health department will initiate contact tracing, following regular public health practice and consult on school closing protocols.
- Quarantined students will still be expected to attend class digitally while at home, unless they are physically unable to do so.



SPACING & MOVEMENT

The Following Safety Points will be requirement for all students, staff and faculty. As we recognize this is only "Highly Recommended," the safety for all our community members must come first.

BUILDING/CLASSROOM REQUIREMENTS

- Desks and large lab tables are spaced six-feet apart in classrooms. Class sizes are kept to the level afforded by necessary spacing requirements.
- Vinyl barriers have been installed throughout the building, in offices and at teacher desks.
- All desks will face the same direction toward the front of the classroom.
- Teachers will maintain six feet of spacing between themselves and students.
- Family members or other guests are not allowed in the school building except under extenuating circumstances or by appointment.
- Signage is posted to indicate proper social distancing.
- Floor tape and other markers are used at six-foot intervals where line formation is anticipated.
- Social-distancing floor/seating markings are set up in waiting and reception areas.
- Signs are posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- The Commons and Trufood Cafe are the only two areas for students without class to gather.
- Physical Education classes will take place outside when feasible or in a classroom.
- School masses and prayer services will follow [Archdiocese of Detroit Mass Guidelines](#).

PERIOD	PURPLE SCHEDULE	PERIOD	GOLD SCHEDULE
1	8:00 – 9:20	5	8:00 – 9:20
2	9:30 – 10:50	6	9:30 – 10:50
LUNCH / ADVISORY	11:00 – 11:45	LUNCH / ADVISORY	11:00 – 11:45
3	11:55 – 1:15	7	11:55 – 1:15
4	1:25 – 2:45	8	1:25 – 2:45

MOVING AROUND THE BUILDING

De La Salle will be conducting a rotating Purple/Gold Schedule during Stage 4. The rationale for this schedule is that the amount of classes meeting per day will be reduced thus lowering the direct contact teachers/staff will have with students as well as students will have with each other.

Class exchanges will be extended from 4 minutes to 10 to allow for staggered classroom dismissals to prevent all students from being in the hallways simultaneously. Restrictions on locker usage during the day as well as hallway traffic patterns should similarly restrict hallway gatherings.

Power Hour will not be conducted during Stage 4. Instead, there will be a 45-minute Advisory/Lunch period. Specifics regarding the administration of the Lunch/Advisory period will be forthcoming.

HYGIENE

We are providing adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60-percent alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

- Staff and students will clean hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol.
- Staff and students are encouraged to avoid close contact with people who are sick.
- Staff and students are encouraged to cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- We are cleaning and disinfecting frequently touched objects and surfaces daily.
- We have purchased and installed several mobile sanitizer stations for building.
- Water fountains have been shut off. But bottle-filling stations remain operational.
- There are social-distancing protocols that will be used in our four restrooms.



TRUFOOD PLANS

We contract our cafeteria food service through [TruFood Management](#) and here are their COVID-19 protocols.

- Our chef has been assigned to implement and monitor COVID-19 preparedness and responses.
- Employees will be responsible to take their temperature upon arriving each day. Each kitchen office will have its own thermometer. The employee information will then be recorded and kept on file for future reference.
- All employees shall maintain wearing full face shields during working hours.
- Personal hygiene has been, and will continue to be, practiced.
- Social distancing will be maintained to the best of our employees' abilities, while still being able to perform their job responsibilities.
- All snack and beverage service will remain the same as before: students will pick their own items for purchase.
- Every Wednesday at 2 p.m. a deep cleaning will be done on the kitchen.
- Cleaning and disinfection protocols will be increased to every two hours daily focusing on high-touch areas and shared equipment.
- A 24-hour Notification Plan for Confirmed Cases of COVID-19 will be as follows: notify school, health department, and any co-workers, or suppliers that may have been in contact with the infected person.

LUNCH PROCESS

- TruFood is developing an online process so families can pre-order/pay for meals for the week.
- There will be an express lane for all pre-ordered meals.
- Touchless service will continue to be provided. This process is touch-free and cash will not be accepted.
- Boxed breakfast and lunches will also be available along with drinks and snacks.
- If pre-purchased meals are not used, then student ID purchases only will be used by pre-loading funds to the student IDs through Infinite Campus.
- Breakfast will be eaten in the cafeteria, maintaining social distancing, or taken to the first-hour class maintaining social-distancing guidelines.
- Lunch will be picked up and taken back to Advisory rooms to be eaten.



GUESTS

Guests and visitors are only allowed in urgent circumstances or by appointment. Guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

PARENTS: To help maintain a level of safety, De La Salle is asking that you utilize methods of communication that do not require entry.



FACILITIES & MAINTENANCE

Our ventilation system has been using the highest quality air filters over the summer and this will continue through the year. De La Salle is in the process of trying to obtain a Clorox 360 machine for sanitizing.

Enhanced Cleaning Specification for COVID-19

The current outbreaks of COVID-19 has prompted Aaro Companies to initiate as needed our enhanced cleaning specification with the intent to increase our sanitization and disinfection of high touch point areas to limit potential spread of the virus. This protocol is designed to work in conjunction with our existing cleaning specification.

Enhanced Cleaning Protocol

Areas of increased sanitization and disinfection included but not limited to high-touch areas and hard surfaces:

- Door knobs
- Restroom fixtures and surfaces
- Water Stations/Fountains
- Door release buttons
- Public phones
- Project Rooms
- Lobby Security desks
- Break rooms/service centers

Lobby/reception areas, conference rooms:

- All horizontal surfaces to be sanitized between each meeting
- Touch panel sanitization after each meeting
- Chairs to be treated with disinfectant nightly

Cafeteria:

- All horizontal surfaces to be sanitized after each use.
- Chairs to be disinfected nightly.
- Dispensing equipment to be sanitized regularly throughout the day to limit transmission of virus.
- Flatware (plates, bowls, utensils) use to be suspended, disposable products to be used only.



TRANSPORTATION

We contract our bussing service with [ServiCar of Michigan Inc.](#) as well as other providers. Below are the operating procedures ServiCar has been following:

ServiCar has been working on this plan for the past few months using the CDC guidelines and all requirements by the State agencies.

Our current plan for seating is to have one student per bench seat and sitting in a diagonal pattern, to accommodate some spacing. This means that a 77-passenger large bus, which normally seats 51 passengers, will now accommodate approximately 25 passengers. We require all students to wear a mask or face covering while on the bus.

Additionally:

- All our vehicles have been thoroughly cleaned and disinfected following the shutdown.
- A daily screening of all employees with temperature checks and code in questionnaires if they have been exposed to COVID-19.
- PPE is supplied for all employees including masks, shields, gloves, and hand sanitizer.
- Drivers have routine procedures to follow to disinfect vehicles daily after every unload.
- Each Driver will have their own cleaning/disinfecting kit to use throughout the day.
- Buses will be disinfected and sanitized with a mister/fogger daily, end of day or early morning.
- Will follow all State and Federal required mandates.

ALL EXTRACURRICULAR TRANSPORTATION

We will consider the length of trips when determining whether we use our bus service or not. When feasible, we will consider having parents drive student-athletes to and from games and competition



THANK YOU FOR YOUR COOPERATION AND ASSISTANCE

This is a living document. It's not set in stone, and will likely need to be updated as circumstances change. Our goal is to provide a roadmap – albeit not full proof – that supports reopening De La Salle Collegiate to make this enormous task less difficult for our students, parents, teachers and staff.

We have worked diligently to prepare this Return to School Roadmap that prioritizes opening and operating safely and providing our students with the highest-caliber learning environment whether in-person or distancing learning. As we have learned since March, the circumstances and responses to the COVID-19 public health emergency are regularly changing.

This roadmap will be updated as necessary consistent with guidance from the State of Michigan, the Archdiocese of Detroit, and other applicable sources. This roadmap is not a substitute for professional medical advice or consultation or guidance offered by the Centers for Disease Control and Prevention, the Archdiocese of Detroit, the State of Michigan, or other government sources. It is important that we all act responsibly to combat the virus, protect our fellow De La Salle community members, and ensure the best possible learning environment for our students.

We understand that our parents and students may have questions and concerns as we navigate new circumstances together. We want to hear those questions and concerns and address them promptly. Please reach out to the following contacts:

Health Concerns: [Ms. Nicole Zarucki](#)

Academics: [Mr. Chris Dean](#)

Athletics: [Mr. Dennis Parks](#)

Campus Ministry: [Mrs. Jo Marie Ragona](#)

Dress Code Requirements and Virus Exposure: [Mr. Joe Gerardi](#)

Under these new and challenging circumstances, De La Salle Collegiate remains committed to fostering an environment where each student can develop his faith, character, intellect, and morality. Thank you for your cooperation and assistance.



DE LA SALLE COLLEGIATE
BUILDERS of BOYS. MAKERS of MEN