

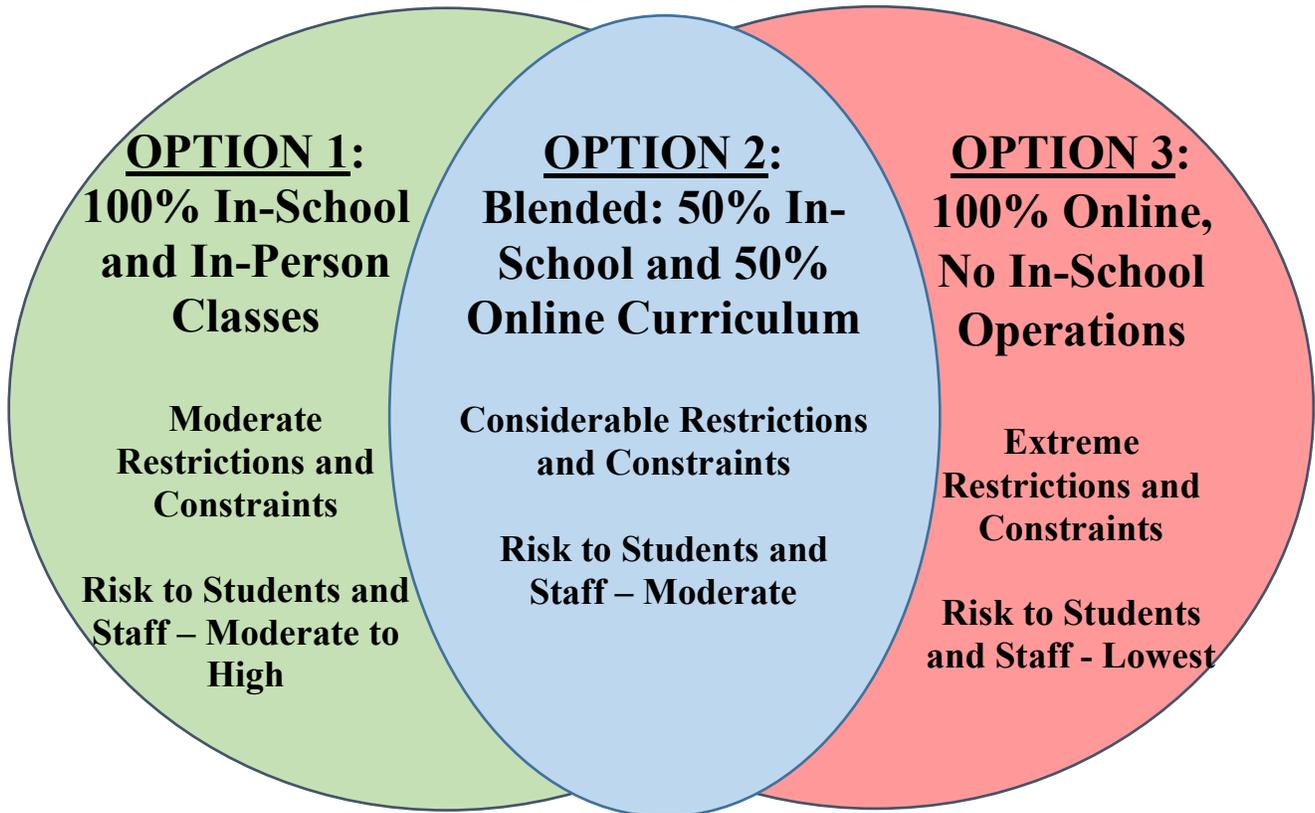
# La Salle Institute

Troy, New York

## 2020 School Reopening Plan

La Salle Institute has developed the 2020 School Re-Opening Plan with multiple options that can be implemented when final detailed guidelines, restrictions and constraints are provided by state and local authorities. Once that happens, we will select the best option to maximize the safety, security, and health of our students, staff, teachers, and community, while providing the best possible education for our students.

### School Opening Options:



**OPTION 1:**  
**100% In-School and In-Person Classes**  
**(Moderate Restrictions and Constraints)**  
**Risk to Students and Staff – Moderate to High**

**Restrictions and Constraints:**

1. Students, staff and faculty are required to maintain COVID-19 Protocols at all times.
2. Classroom sizes are limited to six-foot social distancing requirements
3. Modified low risk interscholastic athletics may be permitted in accordance with state and local requirements.
4. Athletic practices permitted with proper PPE and social distancing as directed.
5. There will be no large group indoor gatherings without required social distancing.
6. Outdoor large group gatherings will be permitted but may have some restrictions.
7. Visitors and volunteers will not be permitted to enter the building without the approval of the Principal.
8. Physical education classes may not be permitted or will be limited to outdoors and to low risk activities.

**School Operations:**

1. In-school operations will be limited to administration, staff, faculty and students.
2. Everyone will be vigilant and ensure constant focus on personal hygiene practices and COVID-19 monitoring.
3. All individuals entering the building will be required to wear a mask and have their temperature taken. A temperature of 100.0 or higher will prevent any individual from entering or remaining in the building.
4. Additionally, any student or staff member experiencing or showing any COVID-19 symptoms outlined in the “Self-Assessment Checklist,” (Page 10) will not be permitted to stay in school. Parents will be required to pick up their son immediately.
5. All individuals will maintain established social distancing requirements of 6 feet.
6. Everyone must be prepared to wear their mask when directed and/or required.
7. Aggressive stay at home policy will be in effect when someone is sick or in close contact with someone that may have been exposed to COVID-19. Specific protocols will be established in the final plan.
8. A separate health room(s) will be set up for COVID-19 related concerns and/or responses.
9. To ensure social distancing, there will be multiple entrances and exits in and out of the school building during arrival and dismissal.
10. There will be specific foot traffic patterns established within the building with proper signage to ensure the safety of all individuals.

11. All classrooms, large spaces, and gathering areas will be reconfigured for six feet social distancing measures
12. All classrooms, office spaces and gathering areas will be furnished with self-service hygiene items to include hand sanitizers, disinfecting sprays, paper towels and other items as necessary.
13. There will be multiple signs throughout the building reminding everyone to adhere to all COVID-19 Protocols.
14. A maximum of two individuals will be permitted in any one of the bathrooms at any one time.
15. All common-use areas will be thoroughly cleaned and disinfected at the end of every day by professionals and during the day with self-serve equipment as necessary.
16. Parents and guardians must be prepared to transport their son(s) to and from school should districts be limited by time restrictions and capacity.
17. Students will have the opportunity to eat their lunch either in the classroom or cafeteria (See lunch procedures – to be developed in the final plan).
18. Administrators and staff will continue to modify plans for implementing blended school operations (Option 2) or transition to 100 % online learning (Option 3) if required.
19. Staff and faculty will continue to maintain pertinent class attendance data and communicate with parents and guardians as necessary.
20. Students will not have access to book lockers, locker rooms, or water fountains. Students will be required to bring in their own water supply for the day.
21. Vending machines will not be available. Students should bring their own snacks from home but will not be permitted to share them.
22. All non-essential rooms and areas will be off limits and secured.

### **100% In-School and In-Person Academic Program:**

1. All students will be on-campus and in their scheduled classes. Special accommodations may have to be made for more vulnerable individuals.
2. For this program to be successful, parents and guardians must continue to support the efforts of the teachers and help keep track of their son's progress.
3. Teachers are expected to communicate with parents and guardians on a regular basis and keep parents and guardians informed when their son is not performing to expectations. Teachers will return parent emails, texts, and phone calls within 24 hours.
4. Student presence in the school building will be limited. Arrival not earlier than 7:30 a.m. and departure no later than 3:00 p.m.
5. This option allows for the majority of academic classes to be taught in school and in-person while adhering to established COVID-19 Protocols. In the event that classroom size prohibits all students to participate in-person instruction, some students will participate by being on campus and online in designated classrooms and/or other locations. Students may have to rotate between in-person and online.

6. Overall curriculum will revert to pre-pandemic time period and student responsibilities and expectations will be normalized.
7. Grading policies will revert to pre-pandemic requirements and expectations, if possible. However, assessments should also take the form of reflections, essays, projects or the use of video to solve problems. Overall grading will continue to be flexible.
8. Efforts will be made to minimize student movement and ensure established social distancing in the hallways and in and out of classes.
9. Teachers will be expected to maximize meeting time by providing instruction or engaging in projects, discussions, etc. Teachers will consider, whenever possible, the use of “flip classrooms” by recording notes and assigning them for homework.
10. Some students (Grades 6-8) may have to remain in the same room for most of the school day. Rather than students moving from classroom to classroom, teachers will move in and out of classrooms to present their subject matter.
11. Options will be made available for those students whose parents/guardians would prefer to have their son participate in online classes only.
12. Social activities and student engagement opportunities will be made available as much as possible.

**OPTION 2:**  
**Blended: 50% In-School and 50% Online Curriculum**  
**(Considerable Restrictions and Constraints)**  
**Risk to Students and Staff - Moderate**

**Restrictions and Constraints:**

1. Students, staff, and faculty are required to maintain all COVID-19 Protocols at all times.
2. Classroom sizes are limited to 10 - 12 students (room size dependent).
3. Social distancing requirements will be maintained (six feet apart).
4. There will be no athletics or limited low risk interscholastic athletics and/or practices while maintaining proper PPE requirements for COVID-19.
5. There will be no large group gatherings in accordance with directives from state and local authorities.
6. Visitors and volunteers will not be permitted to enter the building.
7. Physical education classes may not be permitted or will be limited to outdoors and to low risk activities while adhering to PPE requirements.

**School Operations:**

1. In-school operations will be limited to administration, staff, faculty, and students.
2. Everyone will be vigilant and ensure constant focus on personal hygiene practices and COVID-19 monitoring.
3. All individuals entering the building will be required to wear a mask and have their temperature taken. A temperature of 100.0 or higher will prevent any individual from entering or remaining in the building. Additionally, any student or staff member experiencing or showing any COVID-19 symptoms outlined in the “Self-Assessment Checklist,” will not be permitted to stay in school. Parents will be required to pick up their son immediately.
4. All individuals will maintain intensive social distancing requirements at all times.
5. Everyone must be prepared to wear their mask when social distancing is not possible and/or when directed or required. Exact details will be provided in the final plan.
6. A separate health room will be set up for COVID-19 related concerns and/or responses.
7. To ensure social distancing, there will be multiple entrances and exits in and out of the school building during arrival and dismissal.
8. There will be specific foot traffic patterns established within the building with proper signage to ensure the safety of all individuals.
9. All classrooms, large spaces, and gathering areas will be reconfigured for social distancing.
10. All classrooms, office spaces and gathering areas will be furnished with self-service hygiene items to include hand sanitizers, disinfecting sprays, paper towels and other items as necessary.

11. There will be multiple signs throughout the building reminding everyone to adhere to all COVID-19 Protocols.
12. Only two individuals will be permitted in any one of the bathrooms at any one time.
13. All common use areas will be thoroughly cleaned and disinfected at the end of every day and during the day with self-serve equipment as necessary.
14. Parents and guardians must be prepared to transport their sons to and from school should districts be limited by time restrictions and capacity.
15. Students will have the opportunity to eat their lunch either in the classroom or cafeteria (See lunch procedures).
16. Students will not have access to book lockers, locker rooms, or water fountains. Students will be required to bring in their own water for the day.
17. Vending machines will not be available. Students should bring their own snacks from home but will not be permitted to share them.
18. Administrators and staff will continue to develop and modify plans for returning to full school operations (Option 1) or to go to online (Option 3) as may be required.
19. Staff will continue to maintain pertinent class attendance data and communicate with parents and guardians as necessary.
20. All non-essential rooms and areas will be off limits and secured.

**Blended: 50% In-School and 50% Online Curriculum:**

1. This option will be implemented to maintain current social distancing requirements as directed by state and local authorities.
2. For this program to be successful, parents and guardians must support the efforts of the teachers and help keep track of their son's progress.
3. Teachers are expected to communicate with parents and guardians on a regular basis and keep parents and guardians informed when their son is not performing to expectations. Teachers will return parent emails, texts, and phone calls within 24 hours.
4. All teachers will be prepared to execute the online curriculum live using Zoom, Google Classroom or Google Meet.
5. All students must have the ability to participate online using Zoom, Google Classroom or Google Meet. If this is an issue, please let us know.
6. All students are required to sign into their online classes, keep their cameras on, turn their microphones on and have them muted when not speaking, be present for the entire class in accordance with their assigned class schedule.
7. Students should also sit at a desk or table in an area where they will not be disturbed or distracted.
8. The concept for the blended curriculum is as follows:
  - a. All students will be scheduled for classes/courses as they would be if they were attending school on campus.

- b. Every effort will be made to have students in Grades 6-8 attend school every day and in-person. Parents will have the option to select online learning for their son, if they so choose.
  - c. Students in Grades 9-12 will be divided into two groups by scheduled classes/courses.
  - d. One group will attend classes in school observing all COVID-19 Protocols while the 2<sup>nd</sup> group will be at home and online in accordance with their schedule.
  - e. The teacher will be able to simultaneously teach the students present in the classroom and those online.
  - f. High school student attendance and presence in school will alternate either every other day, every three days or perhaps some other combination.
  - g. Student presence in the school building will be limited. Arrival no earlier than 7:30 a.m. and departure no later than 3:00 p.m.
9. With this option, all middle school students will have the opportunity to attend school in-person and every day. High school students will attend school in-person, approximately 50% of the time and the other 50% they will be online.
10. All students, not personally present in school will be required to sign into their online classes in accordance with their assigned class schedule.
11. Curriculum will be focused on essential academic learning to ensure that all students are properly prepared for the next level of academic requirements and expectations.
12. Teachers will be expected to maximize meeting time by providing instruction or engaging in project, discussions, etc. Teachers will consider, whenever possible, the use of “flip classrooms” by recording notes and assigning them for homework.
13. Grading policies will revert to pre-pandemic requirements and expectations if possible. However, assessments should also take the form of reflections, essays, projects or the use of video to solve problems. Overall grading will continue to be flexible.
14. Every effort will be made to minimize student movement and ensure social distancing in the hallways and in and out of classes.
15. Some students (Grades 6-8) may have to remain in the same room for most of the school day. Rather than students moving from classroom to classroom, teachers will move in and out of classrooms to present their subject matter.
16. Virtual social activities and student engagement opportunities will be made available as much as possible.
17. This option also provides parents and guardians the opportunity to have their son continue his online education if that is what they want.

**OPTION 3:**  
**100% Online Operations**  
**(Extreme Restrictions and Constraints)**  
**Risk to Students and Staff - Lowest**

**Restrictions and Constraints:**

1. Students, parents, guardians and all non-essential personnel will not be permitted on school grounds.
2. There will be no interscholastic athletics or practices and all school facilities will be off-limits.
3. There will be no large gatherings in accordance with directives from state authorities.
4. Visitors and volunteers will not be permitted to enter the building.

**School Operations:**

1. In-school operations will be limited to mission essential personnel as determined by the Principal.
2. All individuals entering the building will be required to wear a mask, turn in their Self-Evaluation Checklist, have their temperature checked, and adhere to social distancing requirements at all times while in the building.
3. Administrators and staff will continue to develop and modify plans for returning to full or partial on-campus operations.
4. Staff will continue to maintain pertinent class attendance data and communicate with parents and guardians as necessary.

**Online Academics and Curriculum Program:**

1. For the online curriculum to be successful, parents and guardians must support the efforts of the teachers and help keep track of their son's progress.
2. Teachers are expected to communicate with parents and guardians on a regular basis and keep parents and guardians informed when their son is not performing to expectations. Teachers will return parent emails, texts, and phone calls within 24 hours.
3. All mandatory subjects will be taught virtually and live by all teachers via Zoom, Google Classroom/Google Meet.
4. All students must have the ability to participate online using Zoom, Google Classroom/Google Meet. If this is an issue, please let us know.
5. All students are required to sign into their online classes, keep their cameras on, turn their microphones on and have them muted when not talking, be present for the entire class in accordance with their assigned class schedule.

6. Students should also sit at a desk or table in an area where they will not be disturbed or distracted.
7. Curriculum will be focused on essential academic learning to ensure that all students are properly prepared to return to the classroom and for the next level of academic requirements and expectations.
8. Mandatory online curriculum will include Math, Science, History, English, Language, Business, Religion, and JROTC Leadership.
9. If at all possible, plans will be developed to include Music, Technology, Art, and possibly Physical Education using a flexible schedule.
10. Each mandatory, non-cluster, subject will be taught live online, as a minimum, three periods in a six-day cycle (see online academic schedule – being developed). Teacher assignments will be provided for the other three days of the cycle.
11. Religion and JROTC Leadership will be taught, as a minimum, two periods in a six-day cycle (see online academic schedule – being developed).
12. Teachers will be expected to maximize meeting time by providing instruction or engaging in projects, discussions etc. Teachers will consider, whenever possible, the use of “flip classrooms” by recording notes and assigning them for homework.
13. If at all possible, grading policies will revert to pre-pandemic requirements and expectations. However, assessments should also take the form of reflections, essays, projects or the use of video to solve problems. Overall grading will continue to be flexible.
14. Virtual social activities and student engagement opportunities will be made available as much as possible.

# La Salle Institute

## COVID-19

### Self-Assessment Checklist

COVID-19 Protocols require that all individuals entering La Salle Institute review and complete a daily self-assessment checklist prior to entering the building. This checklist must be completed and handed to the main office receptionist or another designated individual upon entry. In addition, upon arrival, all individuals will have their temperature taken if required.

Please circle your answers to the questions below. If you reply YES to any of the questions, you may not enter the school building. If you are an employee and cannot enter the school building, you must notify your immediate supervisor or one of the administrators. If you are a student and cannot remain in the building, you must immediately notify your parents or guardians.

#### COVID-19 Personal Checklist:

Within the past 14 days, have you knowingly been in close proximity contact with anyone who has tested positive or who has or had symptoms of COVID-19?	<b>Yes</b>	<b>No</b>
Within the past 14 days, have you tested positive and/or experienced any symptoms of COVID-19?	<b>Yes</b>	<b>No</b>
Do you have a fever (temperature over 100.00) without having taken any fever reducing medication? (to be checked)	<b>Yes</b>	<b>No</b>
Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?	<b>Yes</b>	<b>No</b>
Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?	<b>Yes</b>	<b>No</b>
Do you have a sore throat or a persistent cough?	<b>Yes</b>	<b>No</b>
Do you have loss of smell or taste?	<b>Yes</b>	<b>No</b>
Do you have shortness of breath or difficulty breathing?	<b>Yes</b>	<b>No</b>
Do you have muscle aches?	<b>Yes</b>	<b>No</b>
Do you have chills?	<b>Yes</b>	<b>No</b>

I certify that, to the best of my knowledge, I have answered the above questions accurately.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**La Salle Institute**  
**COVID-19**  
**Lunch Procedures for Options 1 and 2**

**TBD**

# **La Salle Institute**

## **COVID-19**

### **Online Schedule for Options 2 and 3**

**Being Developed**