



# Lake Station Community Schools

Where the Knowledge of Tomorrow is Taught Today

## Return to School Plan for Fall 2021

Thomas A. Edison Junior-Senior High School  
Virgil I. Bailey Elementary School  
Alexander Hamilton Elementary School

*Updated February 28, 2022*



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Dear Lake Station Community Schools Families,

We are looking forward to starting our school year with our students! Due to the pandemic, for the safety of our students and staff, adjustments to our daily routines are needed at this time. We know change isn't easy, and we may not agree on what changes are occurring, but in order for your child to have the opportunity for a successful year, we need to work together. We want to move forward safely, so patience is a necessity. Thank you for your understanding and cooperation.

Respectfully,

Dr. Tom Cripliver, *Superintendent*

Mr. Terry Kolopan, *Bailey Elementary Principal*

Ms. Jennifer Havens-Rodriguez, *Hamilton Elementary Principal*

Ms. Christine Pepa, *Edison Junior-Senior High School Principal*

Mr. Ryan Vondrak, *Edison Junior-Senior High Assistant Principal*



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## Key Considerations

- Safety of our students and staff is a priority.
- Visitors are limited.
- This is a “living” plan. As guidelines from local, state and federal agencies are updated, or as the pandemic situation changes, this plan may be updated as well.
- Development of this plan included guidelines from the Indiana Department of Education (IDOE), Indiana State Department of Health (ISDH), Lake County Health Department (LCHD), and US Centers for Disease Control and Prevention (CDC).
- Promote hygiene (hand-washing)
- Disinfecting more often especially high traffic areas
- Maximize distance/social-distancing (as feasible)
- Avoid large groups when possible
- It is **STRONGLY RECOMMENDED** for everyone vaccinated and unvaccinated to wear masks indoors and on the bus.
- Provide Social-Emotional Support
- Provide Academic Support
- Provide Educational Options



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## Educational Options

Lake Station Community Schools respects the views of our families and understands that concerns may arise as to how families want to have their child(ren) educated. Please know we have the opportunity to offer various educational options to best meet the needs of our students. If you are interested in hearing about these online options for our students, please contact your child's principal for details. Elementary students will be returning to a traditional school day in the school building.



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## Prevention

- Self-Screening.
- Temperature scan available, if requested.
- Teach and reinforce good hygiene measures such as hand washing and covering coughs. Masks may be worn indoors. All staff and students should carry a mask at all times to be prepared for use.
- Post signage throughout the building to communicate how to stop the spread of COVID-19 as well as their symptoms, preventative measures (including staying at home when sick), and good hygiene.
- Provide hand soap and hand sanitizer with at least 60% alcohol throughout the building. Allow students and staff to bring hand sanitizer for personal use.
- Bottle fill water fountains will be available. Students may bring their own water bottle.
- Reduce large group gatherings when feasible.
- Clean and disinfect frequently touched surfaces during the day and shared objects after each use.



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## Protecting Yourself and Others

### Wash your hands often



- [Wash your hands \(video\)](#) [\(Español\)](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.

### Avoid touching your eyes, nose, and mouth with unwashed hands.



### Cover coughs and sneezes



- If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Avoid Close Contact

- Keep your distance from people when possible.
- It is strongly recommended to wear a mask when around others.

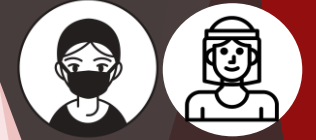




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## Masks and Cloth Facial Coverings or Face Shields



It is **STRONGLY RECOMMENDED**, but not required that everyone unvaccinated and vaccinated wear a mask while indoors and on a bus.

Social distancing will continue as possible in congregate areas, classrooms, cafeteria, etc.





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## Screening

Parents, staff and students are asked to self-screen by [watching for symptoms](#) and self-screen before coming to school. Per [CDC Guidance](#), students and staff should be **excluded** from school if they exhibit one or more of the symptoms of COVID-19 (that is not otherwise explained such as a cough due to a cold, sneezing due to allergies, headache due to migraines, etc.) or if they test positive for COVID-19. The Mayo Clinic does have an online COVID-19 [self-assessment tool](#).

### CURRENT SYMPTOMS:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



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## School Attendance

- Call the school immediately if your child is not coming to school. By calling off your child, the absence will be considered excused.
- If your child is sick PLEASE tell us if they are having any COVID-19 symptoms that cannot be otherwise explained (cough due to a cold, sneezing due to allergies, headache due to migraines etc.) The school may ask.
- When the student returns from an absence, if a parent has not called to excuse the absence, the nurse will see the student before sending them to class.
- If your child tests positive or has been diagnosed by a health care provider with COVID-19, PLEASE call the school immediately within 24 hours. This is a MUST DO for the safety of students and staff.
- We will recognize students for engagement in school as an alternative to perfect attendance.



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## Definitions

- **Close Contact** means being within 6 feet for more than 15 minutes of someone with confirmed COVID-19
- **Quarantine** means to keep someone who was in close contact with a person who has tested positive for COVID-19 away from others.
- **Isolation** means to keep someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



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## Return to School After Absence/Exclusion

Once a student or employee is absent from the school environment, they may return if they satisfy the recommendations of the CDC and the Indiana State Department of Health. Currently those guidelines are:

### Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms that **can be explained** (strep, flu, etc. as determined by a healthcare provider) may return if

- They have not had a fever for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers) and
- Symptoms are improving.
- The state website has a list of over 200 testing facilities, their location, and hours of operation. This [list](#) is updated frequently.



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## Return to School After Absence/Exclusion

Once a student or employee is absent from the school environment, they may return if they satisfy the recommendations of the CDC and the Indiana State Department of Health. Currently those guidelines are:

### Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms that **cannot be explained** (strep, flu, etc. as determined by a healthcare provider) may return if the following three conditions are met:

- They have not had a fever for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers); and
- Stayed home for 5 days. Return to school on day 6 if symptoms resolving and wear mask days 6 - 10.
- Can return to extracurricular activities on day 6 if symptoms resolving and wear mask days 6 - 10.
- If you have a fever continue to stay home until your fever resolves.



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## Return to School After Absence/Exclusion

### **Tested Positive- Symptomatic**

*If tested positive, the school needs to be informed within 24 hours.*

*Edison Jr. Sr. High School 962-8531 ext. 1030*

*Virgil I Bailey School 962-1302*

*Alexander Hamilton School 962-1824*

Persons who experienced symptoms and have been tested positive for COVID-19 may return to school if the following conditions are met:

- They have not had a fever for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers); and
- Isolated at home for 5 days. Return to school on day 6 if asymptomatic or symptoms resolved and wear mask days 6 through 10.
- Can return to extracurricular activities on day 6 if able to wear a mask days 6 through 10, symptoms improving.



# Lake Station Community Schools

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## Return to School After Absence/Exclusion

### Tested Positive- Asymptomatic

*If tested positive, the school needs to be informed within 24 hours.*

*Edison Jr. Sr. High School 962-8531 ext. 1030*

*Virgil I Bailey School 962-1302*

*Alexander Hamilton School 962-1824*

Persons who experienced symptoms and have been tested positive for COVID-19 may return to school if the following conditions are met:

- They have not had a fever for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers); and
- Isolated at home for 5 days. Return to school on day 6 if no symptoms occur, and wear mask days 6 through 10.
- Can return to extracurricular activities on day 6 if able to wear a mask days 6 through 10, and no symptoms.



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## If student is exposed to someone with COVID-19:

- May remain in school, test on Day 5 if possible
- May continue extracurricular activities;
- If symptoms develop, get a test:
  - If positive test, stay home and follow isolation guidance.
  - If negative test, return to school when symptoms have resolved.





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## Academics

### **Establish an academic baseline**

- Conduct meetings with teachers to identify where students are academically.
- Administer formative assessments toward the beginning of the school year.

### **Target interventions and supports. Provide additional instructional supports to:**

- Students at-risk of not graduating on time.
- Students with disabilities will receive specific targeted skills instruction. The case conference committee will convene to discuss any concerns with regression, and revise the IEP accordingly.
- Students who struggled in the prior distance/remote learning environment (i.e. early learner, English Learners, etc.).
- Other students identified as being behind academically by teachers and parents.

### **Address learning loss**

- Help students catch up.
- Provide extended learning opportunities through after school programs.
- A late bus will provide transportation for students at the end of the after school programs.



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## A Day at Edison: Daily Schedule

<u>Monday - Tuesday - Thursday - Friday: Regular Schedule</u>																																																																							
<b>1st Lunch</b>						<b>2nd Lunch</b>						<b>3rd Lunch</b>																																																											
1st Period	7:40-8:33	Class	1st Period	7:40-8:33	Class	1st Period	7:40-8:33	Class	2nd Period	8:36-9:29	Class	2nd Period	8:36-9:29	Class	2nd Period	8:36-9:29	Class	3rd Period	9:32-10:25	Class	3rd Period	9:32-10:25	Class	3rd Period	9:32-10:25	Class	4th Period	10:28-11:00	Lunch	4th Period	10:28-11:21	Class	4th Period	10:28-11:21	Class	5th Period	11:03-11:56	Class	5th Period	11:24-11:56	Lunch	5th Period	11:24-12:17	Class	6th Period	11:59-12:52	Class	6th Period	11:59-12:52	Class	6th Period	12:20-12:52	Lunch	7th Period	12:55-1:48	Class	7th Period	12:55-1:48	Class	7th Period	12:55-1:48	Class	8th Period	1:51-2:50	Class	8th Period	1:51-2:50	Class	8th Period	1:51-2:50	Class
<u>Wednesday - Early Release Schedule</u>																																																																							
<b>1st Lunch</b>						<b>2nd Lunch</b>						<b>3rd Lunch</b>																																																											
1st Period	7:40-8:24	Class	1st Period	7:40-8:24	Class	1st Period	7:40-8:24	Class	2nd Period	8:27-9:11	Class	2nd Period	8:27-9:11	Class	2nd Period	8:27-9:11	Class	3rd Period	9:14-9:58	Class	3rd Period	9:14-9:58	Class	3rd Period	9:14-9:58	Class	4th Period	10:01-10:36	Lunch	4th Period	10:01-10:54	Class	4th Period	10:01-10:54	Class	5th Period	10:39-11:32	Class	5th Period	10:57-11:32	Lunch	5th Period	10:57-11:50	Class	6th Period	11:35-12:28	Class	6th Period	11:35-12:28	Class	6th Period	11:53-12:28	Lunch	7th Period	12:31-1:15	Class	7th Period	12:31-1:15	Class	7th Period	12:31-1:15	Class	8th Period	1:18-2:10	Class	8th Period	1:18-2:10	Class	8th Period	1:18-2:10	Class



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## A Day at Edison: Transportation







- Bus riders will be dropped off at 7:20am and picked up at 2:50pm.
- It is **STRONGLY RECOMMENDED** for everyone **vaccinated and unvaccinated** to wear masks indoors and on the bus.
- Students will have assigned seats on the bus.
- Hand sanitizer will be available for use when boarding the bus.
- Open windows for cross ventilation as weather permits.
- Buses will be frequently cleaned and disinfected daily.
- Limited fieldtrips will be allowed.



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## A Day at Edison: Arrival

-  • Doors open at 7:20am. Separate entrances to reduce large group gatherings.
  - Car riders enter Door A (back lot by tennis courts)
  - Bus riders and Walkers enter Door D (front of building off Parkside Avenue)
-  • It is **STRONGLY RECOMMENDED** for everyone **vaccinated and unvaccinated** to wear masks indoors and on the bus.
-  • Students may receive temperature scan if requested.
-  • Students sanitize hands when entering the school.
-  • Students pick up breakfast at the door (grab and go) and report to first period immediately (band and PE students report directly to class and breakfast will be provided)
-  • Students will be assigned lockers for their use.



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## A Day at Edison: Classroom and Transitions

- Students can sanitize hands entering the classroom.
- Students will not share items.
- Classroom materials will be provided either through their Chromebook or by means that can be sanitized before the next class. **Chromebooks needed everyday!**
- Desks will be set up to minimize face to face interaction.
- Students will have assigned seats in the classroom.
- High traffic areas will be sanitized regularly.
- Students can sanitize hands when exiting the classroom.
- Students go directly to next class, bathroom passes will be submitted by classroom teacher.
- Students are not to congregate in the hallway. Stay on the right side of the hallway when walking to class.



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## A Day at Edison: Lunch

- Students will be assigned to tables for lunch with separated seating when possible. Seating areas may be divided between the cafeteria, and the surge area. Lunch will be served to students who do not bring their lunch.
- Students will remain seated until their table is dismissed to report to their next period class. Garbage will be discarded as students leave their table.
- Students may raise their hand if a restroom break is needed.
- No cash will be handled so please pay for lunch accounts through [Mealtime](#).



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## A Day at Edison: PE

### High School

- We will use separate doors to enter gym based on your teacher.
- Each student can sanitize hands when entering the gym, before going into the locker room.
- We will limit the number of students in the locker room to allow for social distancing (as much as possible).
- Lockers will be used and tracked for cleaning purposes and MUST NOT be switched.
- Students will purchase a uniform. (See PE rules sheet from teacher).
- Clothing worn for PE must be taken home on a daily basis so no dirty uniforms are left in locker room.

### Junior High

- Each person will enter gym and can use hand sanitizer.
- Students will line up in assigned spots for attendance, then we will send students into locker room to change in smaller numbers.
- Students will purchase a uniform. (See PE rules sheet from teacher).
- Clothing worn for PE must be taken home daily, so no dirty uniforms are left in locker room.
- Lockers will be use and tracked for cleaning purposes and MUST NOT be switched.



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## A Day at Edison: Choir

- Students will line up along the wall to sanitize on their way into class. Only a few students at a time will go in to grab their music folder and head to their assigned spot on the stage.
- Rehearsals will be held so that proper social distancing measure are in place.
- Students will not share material and be given their own copy of music and supplies for the class.
- Students will be dismissed at varying times to put their materials away to cut down on student interaction.





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## A Day at Edison: Band

- Students will line up along the wall to sanitize on their way into class. Only a few students at a time will be allowed to grab their instruments and supplies and make their way out the back hall of the band room to their assigned spot.
- All students will have their own instruments and no sharing of materials will be needed.
- Percussionists will be required to have their own set of mallets and sticks. Any shared percussion instruments will be sanitized before another student uses it.
- All rehearsals will be held where proper social distancing can occur.
- Students will be encouraged to bring their own folding music stand to rehearsal and store it in their band locker when rehearsal is finished. Students who do not own a stand will use a school stand and will sanitize the stand before leaving at the end of class.
- Brass instruments will empty their spit valves into trash bins stationed throughout.
- Students may be required to sanitize their instruments and any other regularly used equipment on a regular basis.
- Band lockers and padlocks will be cleaned out and sanitized on a regular basis.
- Students will be dismissed at varying times to put their materials away to cut down on student interaction.



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## A Day at Edison: Dismissal

Students will be dismissed by groups to reduce the number of students leaving out of the building at the same time. As with arrival doors, dismissal doors will be:

- Car Riders Door A
- Bus Riders and Walkers Door D



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## A Day at Hamilton & Bailey: Daily Schedule

- Students can begin arriving at 8:10.
- Students will go to the cafeteria for their breakfast and take it to their class.
- School Begins at 8:40am.
- At lunch time, students will clean their hands and eat lunch in the cafeteria.
- Recess will be outside, weather permitting.
- Students can clean their hands after recess.
- Art, music, and PLTW classes will be held in those classrooms.
- Physical Education class will be held outside weather permitting or in the gym.
- Classes will use the restroom at planned times.
- At the end of the day, students will be dismissed from their classrooms.



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## A Day at Hamilton & Bailey: Transportation

- Bus riders will be dropped off at 8:10am and picked up at 3:20pm.
  - Hamilton bus riders will enter using Door I.
  - Bailey bus riders will enter using Door B
- Hand sanitizer will be available for use when boarding the bus
- Bus riders will have assigned seating.
- It is **STRONGLY RECOMMENDED** for everyone vaccinated and unvaccinated to wear masks indoors and on the bus.
- Open windows for cross ventilation as weather permits.
- No food or drinks on the bus other than water bottles.
- Buses will be frequently cleaned and disinfected daily.
- Limited fieldtrips will be allowed.



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## A Day at Hamilton & Bailey: Arrival

- Car riders and walkers can come to school starting at 8:10am.
  - Bailey car riders will use Door K.
  - Bailey walkers will use Door A
  - Bailey bus riders will use Door B
  - Hamilton car riders will use Door J.
  - Hamilton walkers will use Door A
  - Hamilton bus riders will use Door I
- Students will clean their hands and breakfast will be eaten in their classroom.



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## A Day at Hamilton & Bailey: Classroom

- Students will mostly be in their classrooms except for restroom breaks, recess, library time, P.E, art, music, PLTW classes.
- Student supplies should be kept in a plastic school supply box, or a zippered pouch, or a Ziploc bag. Write student name on their supplies.
- No sharing of supplies are needed.
- Only bring what you need. [See supply list.](#) No personal belongings.
- Students may wear masks during whole class restroom breaks and whole class walking in the hallways and in class. Teachers can contact parents using Classroom DoJo, email, and agenda books.



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## A Day at Hamilton & Bailey: Classroom

- Classroom desks will be arranged to maximize social distancing.
- Teachers may take their students outside for class weather permitting and as appropriate.
- Classroom party items or birthday treats need to be commercially prepared and pre-packaged.



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## A Day at Hamilton & Bailey: Transitions

- Students will mostly be in their classrooms except for restroom breaks, recess, library time, and P.E. art, music, and PLTW classes.
- Students may wear masks during whole class restroom breaks and whole class walking in the hallways, and in classrooms.
- Lunch will be served in the cafeteria. Breakfast is eaten in their classroom.
- Students will practice good handwashing and hand sanitizing before eating, after recess, using the restroom, and frequently throughout the day.





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## A Day at Hamilton & Bailey: Meals

- Lunch will be served in the cafeteria. Breakfast will be eaten in their classroom.
- Students will clean their hands before eating their meal.
- Students will clean their hands again after recess.
- No cash will be handled so please pay for lunch accounts through [Mealtime](#).



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## A Day at Hamilton & Bailey: Dismissal

- Bus riders will be dismissed and go to the bus loading area when their bus number is called.
  - Hamilton Bus riders will exit using Door I.
  - Bailey Bus riders will exit using Door B
- Car Riders will be dismissed when their car number is called. Parents are asked to stay in their cars.
  - Hamilton Car Riders will exit using Door J
  - Bailey Car Riders will exit using Door K
- Walkers will be dismissed from their classroom. Parents who come to school to walk their child home are asked to stay on the sidewalk.
  - Hamilton walkers will exit using Door A
  - Bailey walkers will exit using Door A



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## A Day at Hamilton & Bailey: Specials

- Art, music, and PLTW classes will be held in those classrooms.
- Physical Education class will be held outside weather permitting or in the gym.



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## Social-Emotional Support

We understand that students will be returning to school with a range of experiences during the pandemic. We acknowledge that not all students will have the same feelings, thoughts, and emotions due to the complex and varying ways individual students experienced these last several months.

In the process of reopening schools, social-emotional learning (SEL) provides an opportunity to create safe and supportive learning environments where all students can feel a sense of belonging, heal, and thrive.

We will be following the Indiana Department of Education SEL reentry plan.

Resources: [IDOE Social, Emotional, and Behavioral Wellness](#)

and [Collaborative for Academic, Social, and Emotional Learning \(CASTEL\)](#).



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## Social-Emotional Support

### Acknowledgement of experience and feelings related to COVID-19 pandemic

- Remain calm and reassuring. Students will react to and follow your verbal and nonverbal reactions to the changes.
- Emphasize to your students that they are safe at school. Remind them that you and the adults at their school are there to keep them safe and healthy. Let your students talk about their feelings and help reframe their concerns into appropriate thoughts.
- Give students information that is truthful and appropriate for the age and developmental level of the child. [Commons behaviors and reactions from COVID-19](#)

### Services available at Lake Station Community Schools

- Staff will be trained in best practices to address social, emotional, and behavioral wellness.
- Counselors in the school will provide individual and group counseling opportunities.
- Our school psychologist will provide a monthly Social-Emotional and Behavioral newsletter.



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## Summary of Return to School Procedures

- Self-Screen and stay home if ill.
- Wash hands often (use sanitizer if washing isn't possible).
- Avoid close contact.
- It is **STRONGLY RECOMMENDED** for everyone **vaccinated and unvaccinated** to wear masks indoors and on the bus.
- Cover coughs and sneezes with tissue or use the inside of your elbow.
- Clean and disinfect.



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This Re-entry plan is intended to offer guidance regarding best practices for general operations of buildings in an effort to reduce the risk of disease transmission, specifically novel coronavirus SARS-CoV-2 and the disease it causes, COVID-19. Adherence to any information included in this document will not ensure successful treatment in every situation, and user acknowledges that there is no “zero risk” scenario. User acknowledges that each building and situation are unique and some of the guidance contained in the document will not apply to all buildings. Furthermore, the document should not be deemed inclusive of all proper methods nor exclusive of other methods reasonably directed to obtaining the same results. This document is in no way intended to override or supersede guidance from government and health organizations, including, without limitation, the Centers for Disease Control and Prevention, the World Health Organization, the United States Government, and or any States. The information contained herein reflects the available information at the time the document was created. User recognizes that details and information are changing daily, and new information and/or the results of future studies may require revisions to the document (and the general guidance contained therein) to reflect new data. We do not warrant the accuracy or completeness of the guidance in this document.



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## COVID-19 Vaccination

- ▶ COVID-19 vaccines are safe and effective.
- ▶ You may have side effects after vaccination. These are normal and should go away in a few days.
- ▶ It typically takes two weeks after vaccination for the body to build protection (immunity) against the virus that causes COVID-19. You are not fully vaccinated until 2 weeks after the 2nd dose of a two-dose vaccine or two weeks after a one-dose vaccine.
- ▶ Learn how to find a COVID-19 vaccine so you can get it as soon as you can.
- ▶ People who have been fully vaccinated can start to do some things that they had stopped doing because of the pandemic.

[CDC Guidance about Vaccines](#)





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## How can I get vaccinated?

- **Find a COVID-19 Vaccine:** Search [vaccines.gov](https://www.vaccines.gov), text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you.
- To find an Indiana COVID-19 Vaccine administration site: <http://ourshot.in.gov/>
- Look at your [state health department's](#) website to find additional vaccination providers in your area.



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## References

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