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2021-22
SCHOOL YEAR

SCHOOL TOWN *of*
MUNSTER



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Overview

For the 2021-22 school year, the School Town of Munster (STM) is committed to providing in-person instruction to our students. Over the last year, we have all realized that schools serve as an integral component to not only student academics but also to social and emotional development and peer/staff relationships.

Over the past year, STM has been researching how to best provide instructional services in a safe manner that is responsive to the needs of our students, parents and staff. Based upon our experience during the 2020-21 school year in conjunction with recommendations from various medical sources, we have developed a plan that maximizes and prioritizes in-person instruction while allowing for flexibility and providing additional options if there are changes to the Pandemic status in our community. Our goal, throughout planning, was to make the best decisions possible based upon our experiences and with the information provided to us by experts across the United States in order to create a plan that would meet the needs of our families and staff.

The Components of this plan are subject to change based upon new developments and guidance. Information in this document will be revised and updated on an ongoing basis.

The 2021-22 pandemic plan reflects months of work and preparation by several STM staff members. The topics of the plan are:

- Modes of Instruction
- School Schedules and Calendars
- Student and Staff Health
- Daily School Operations
- Transportation
- Extra-Curricular Activities
- Facilities
- Mental Health
- Technology

Because the pandemic is still active and new guidance is provided on a constant basis, the information in this document will be revised and updated on an ongoing basis. As with any uncertain situation, communication will be important. Rest assured, we will continue to do our best to keep you informed of any pertinent situations as it relates to instruction and/or the pandemic's impact on the STM.

The return to full in-person instruction involves rigorous health and safety protocols. Maintaining safety procedures to mitigate the risk of COVID-19 will be continued for all of us but remember that all risk cannot be eliminated. We encourage anyone that is eligible to receive the vaccination.

We appreciate your patience, feedback and support as we continue to maneuver through this situation.

2021-2022 Summary

Stage Levels

The STM model consists of four stages, 1 - 4. Each stage represents a different mitigation strategy for the COVID-19 pandemic. In addition, Stage Three (3) offers different education options for students based on the student's or their family's level of concern and/comfort with regard to the pandemic.

However, the stage designation of STM or an individual school may differ from that of the Lake County Health Department in some instances.

For example,

- If the positivity rate amongst students and teachers reaches 5% district-wide or in a particular school.
- If the district or a particular school does not have enough staff to properly educate and supervise students.

Stage 1 (Blue):

COVID-19 activity is extremely low in the STM community and the status of the pandemic in Lake County is indicated as "Blue" from the State of Indiana. For more information on the State color code designation [click here](#).

All STM schools/students will participate in in-person (at-school) learning with an emphasis on masking, good hygiene and physical distancing.

All unvaccinated adults are required to wear a mask at all times while indoors.
Fully vaccinated adults and students will not need to wear a mask.

Kindergarten to Grade 6 –

Masks are required for all students while indoors.

Grade 7 to Grade 12 –

Masks are recommended for all unvaccinated students.

Unvaccinated individuals who are identified as a close contact MUST quarantine.
Asymptomatic unvaccinated individuals who are identified as a close contact MUST quarantine. Close contacts may return on day 8 (with specific negative testing and precautions), day 11 (with precautions), or day 15 (without testing or precautions).

Stage 2 (Yellow): COVID-19 activity within the school community is low or absent and the pandemic status of Lake county is designated as “Yellow” by the State of Indiana.

All STM schools/students will participate in in-person (at-school) learning with an emphasis on masking, good hygiene and physical distancing.

All unvaccinated adults are required to wear a mask at all times while indoors.
Fully vaccinated adults and students will not need to wear a mask.

Kindergarten to Grade 6 –

Masks are required for all students while indoors.

Grade 7 to Grade 12 –

Masks are recommended for all unvaccinated students.

Unvaccinated individuals who are identified as a close contact MUST quarantine.
Asymptomatic unvaccinated individuals who are identified as a close contact MUST quarantine. Close contacts may return on day 8 (with specific negative testing and precautions), day 11 (with precautions), or day 15 (without testing or precautions).

Stage 3 (Orange): COVID-19 activity is stable within the STM community and the status of the pandemic in Lake County is indicated as “Orange” by the State of Indiana

In-person instruction will be available to all students and remote (at-home) models may be available to students based on the student’s or their family’s level of concern and comfort with regard to the pandemic.

In-person learning will require face coverings for unvaccinated individuals with emphasis on physical distancing and good hygiene. Fully vaccinated individuals will not be required to wear a mask except in specific situations as outlined in the plan.

Unvaccinated individuals who are identified as a close contact MUST quarantine.
Asymptomatic unvaccinated individuals who are identified as a close contact MUST quarantine. Close contacts may return on day 8 (with specific negative testing and precautions), day 11 (with precautions), or day 15 (without testing or precautions).

Stage 4 (Red): COVID-19 is active within STM schools and the status of the pandemic in Lake County is indicated as “Red” by the State of Indiana

- All recommended STM schools/students will participate in remote (at-home) learning. If the cases are in specific schools, some schools may participate in remote learning and other schools will offer in-person instruction.

When a stage change is warranted, the STM administration will provide timely information to all stakeholders via telephone and email messaging. In addition, the current pandemic stage will be posted on the STM website – <http://www.munster.us>. It is important to note that all of the stages and instructional models can change based upon an executive order from the Governor or from an order from the Department of Health.

Data on COVID-19 cases within the STM community can be found at:

[Click here](#) for COVID-19 case counts for Indiana Schools.

[Click here](#) for COVID-19 cases in Lake County, Indiana.

STM Instructional Model

The STM Model requires in-person instruction for all students while in stages 1 and 2. Students required to quarantine or isolate as defined by order of a healthcare professional, the Department of Health or the school may participate, temporarily, in remote learning during the period of quarantine or isolation. For Stages 1 and 2, students may be required to take assessments in-person when they return from quarantining.

Stage 3 may allow students the ability to take advantage of two instructional models, in-person (at-school) or remote (at-home) in certain circumstances due to COVID-19. If STM or an individual school moves to Stage 3, specific instructions will be provided to students and parents at that time.

In-person (at-school) Model

The in-person model will consist of students attending school each day in their respective school buildings. Mitigation strategies will be implemented to varying degrees based on the level of COVID-19 activity within our community. The STM four-stage system will dictate the degree of mitigation that will be required for all students and staff members. For more information about these levels, please see the definitions listed above.

Remote (at-home) Model

The remote model will only be utilized for all students when an order of the Governor's office, CDC, ISHD or the State moves the school district to Stage 3 or Stage 4. Our model will require students to participate in remote lessons with their teachers at the regularly scheduled class times each day. Students will be required to log into lessons at specific times during the regular school day. In addition to participating in lessons, students will be required to complete all assignments and assessments with the appropriate learning management system. The instruction and assessments will align with the in-person lessons. Students may communicate with teachers via any approved electronic platforms.

Selecting the Mode of Instruction

At the time that this document was published, the School Town of Munster was in Stage 1 (Blue) requiring all students to participate in in-person instruction. We anticipate beginning the school year in the same stage. If the district is required to move to Stage 3, parents and students may have the option of selecting remote instruction while the school district is in that stage designation. No matter what stage the district is in during the registration process, parents will be asked to indicate their preference for instruction if we move to Stage 3. If the school district is required to move to Stage 3, we will communicate with all parents and students and provide information about the process of transitioning to remote learning.

Regardless of the pandemic stage level, if there are extenuating circumstances (e.g. the student has been exposed to COVID-19, is symptomatic, etc.), a temporary change from in-person to remote may occur with permission from the school administration. Sudden changes made for extenuating circumstances must be approved by the building administration and may require a grace period for the teacher(s) to coordinate lessons/activities. In this way, a student who is sick or required to quarantine or self-isolate would not miss important instructional time.

In order to transition from one instructional model to the other, a parent must contact their student's school administration. When requesting a change, the parent must provide documentation of why the change is warranted.

If the STM is required to remain in Stage 3 for longer than a nine-week grading period, parents and students will be provided with the opportunity to indicate whether they want to change from one mode of instruction to another at the conclusion of the nine-week grading period. The selected model will be in effect for each of the nine-week grading periods of school unless a change in the stage requires in-person instruction for all students.

If the school year begins in Stages 3 or 4, and if space is available, parents will have a two-week grace period at the beginning of the school year to reassess their choice. If space is available, students will be given one opportunity to transition to the in-person model with permission from the school administration. After the first two weeks of school, additional opportunities for changing models will occur only after each 9-week grading period based upon availability and the recommendations of the health department.

If the school moves back to Stage 1 or 2, all students will be required to attend in-person instruction. The process of the transition back will be communicated at that time.

School Calendar

The STM is planning on following the previously approved [2021-22 District Calendar](#). If the pandemic requires a change to the calendar, all families will be notified via phone and email messaging. In addition, an [updated calendar](#) will be posted on the district website.

School Schedules

Individual school schedules can be accessed on the school website links below:

[Elementary Schedule](#)

[Wilbur Wright Middle School Schedule](#)

[Munster High School Schedule](#)

Preventative Measures

Face Coverings

The ISDH recommends face coverings when physical distancing cannot be maintained for all unvaccinated people. According to the ISDH, wearing face coverings will be key to keeping schools safe, along with implementing physical distancing protocols. COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Face covering usage can reduce this form of transmission. Although wearing a face mask is optional for students in Grade 7 to Grade 12 in Stage 1, we encourage all unvaccinated students to wear a mask. Regardless of the stage, face masks will be required for all unvaccinated adults. All unvaccinated students and staff should bring a face mask to school with them every day and have it ready to wear if needed.

Face Shields – Unvaccinated staff and students may use face shields in lieu of face coverings. Face shields may be useful in situations where it is important for students to see how a teacher pronounces words (e.g., hearing difficulties, English learners, foreign language, etc.). Students and staff who have conditions that impact their ability to wear a face covering may be approved to wear face shields.

Although families may supply their own face coverings, the STM will have a supply of cloth face coverings for all students and staff members. Cloth face coverings should be laundered each day. Students and staff should have access to at least two clean face coverings per day.

Key points on face coverings:

- Follow the [IDOE Face Covering Guidance](#)
- Be careful not to touch your eyes, nose, and mouth while wearing face coverings to prevent potential contamination.
- Wash your hands thoroughly before putting on a face covering.
- Remove the face covering carefully and wash your hands thoroughly after removing.
- Wash the face covering each day.
- Wearing cloth face coverings does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing physical distancing, which are our best tools to help prevent the spread of illness.
- Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- Reminder - Face coverings do not provide adequate protection for others if an individual has symptoms compatible with COVID-19. Students and staff who are ill should stay home.

Face Covering Distribution and Training

Each school will develop a plan for initial cloth face covering distribution. Training materials on how to wear a face covering will be shared with all STM students. Until then, we encourage families to view [CDC guidance for mask usage](#) and [IDOE Face Covering Guidance](#) for familiarity on how to properly wear face coverings.

Face Covering Modifications or Exemptions

Some students and staff may have conditions that impact their ability to wear a face covering. Staff or students who have a condition and seek modifications or exemption to the face covering requirements must make a request to the school administration for the exemption or modification. The STM will initiate a certification process of any underlying condition or disability as well as an interactive dialogue, IEP meeting, or Section 504 meeting (for students) to respond to requests and to ensure the safety of the school environment.

Physical Distancing

The Indiana Department of Health recommends at least 3 feet between all students in a classroom. At least 6 feet of physical distance is recommended for all unvaccinated adults at all times, and for unvaccinated students when they are in common areas and when eating. The STM will make attempts to physically distance students when possible. However, it is important to note that maintaining six feet of physical distancing in all common areas will be a challenge during the in-person model. Depending on the stage, students may be required to wear face coverings when physical distancing cannot be maintained. Examples would include classrooms, buses, passing periods, cafeteria (when not eating), reading groups and/or where physical distancing is not possible.

Sanitation Stations

Sanitation stations will be available in all STM schools utilizing hand sanitizer (foam and/or gel with at least 60% alcohol content). These stations will be located throughout school buildings including the following locations:

- General Classroom Areas
- Cafeteria
- Restroom Areas
- Media Centers
- Inside Entrances
- Office Areas
- Gymnasiums
- Locker Rooms
- Areas that Utilize Manipulatives and/or Supplied Items
 - Makerspaces
 - Industrial Technology Classrooms
 - Art rooms
 - Science Labs
 - Computer Labs
 - Other Related Arts Areas

Hygiene

The STM will use CDC signs throughout each STM building to remind students and staff of good hygiene habits and other preventative measures to prevent the spread of COVID-19.

Hand washing and avoiding touching the face, eyes, nose, or mouth are important steps a person can take to avoid becoming sick or spreading germs to others. If soap and water are not readily available, students and staff should use a hand sanitizer that contains at least 60% alcohol. Reinforcing healthy habits regarding handwashing is expected and guidance can be found on the CDC website at www.cdc.gov/handwashing.

Key times to practice handwashing include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment

Health Protocols

COVID-19 Testing Locations

The State [COVID-19 testing website](#) has a list of over 200 testing facilities throughout the State of Indiana, their location, and hours of operation. At the publication of this document, several local locations are provided.

COVID-19 Vaccination Locations

The State [COVID-19 vaccination website](#) has a list of the vaccination sites throughout the State of Indiana. At the publication of this document, several local locations are provided with links to register for the vaccine.

Exclusion Procedures (Students and Staff)

It is essential for the STM stakeholders to work together to prevent the introduction and spread of COVID-19 in our school environment and in the community while still providing educational opportunities for our students. State law gives the STM the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6).

Quarantine should be used for students, teachers, and staff who might have been exposed to COVID-19. A close contact is defined as an individual who was within 6 feet of a person diagnosed with COVID-19 for a total of 15 minutes or more over a 24-hour period regardless of whether either person was wearing a mask. For students masked in a classroom the distance to determine close contacts is within 3 feet. Close contacts, identified through contact tracing, should quarantine unless they are fully vaccinated, or have tested positive in the last 3 months, and do not have any symptoms. Students, teachers, and staff who are in quarantine should stay home and follow the direction of the local public health department about when it is safe for them to be around others.

Isolation should be used for individuals with COVID-19 illness to separate them from those who are not infected (even at home). At home, anyone sick or infectious should separate from others, stay in a specific “sick room” and use a separate bathroom if available. Stay home for at least 10 days following the onset of symptoms or a positive test result. Individuals may return after 10 days as long as symptoms are improving, and they are fever free for at least 24 hours without use of fever reducing medications. Individuals may return sooner than 10 days if they are released by a healthcare provider (medical documentation required).

If a student or staff member has COVID-19 or is quarantined because of COVID-19 related symptoms, any other unvaccinated STM student(s) or staff member(s) within the household should follow the directions of the Lake County Health Department and/or the Indiana State Health Department. Even without symptoms, if an unvaccinated student or employee has recently traveled from somewhere considered to be a “hot spot” by the CDC, the health department may require self-isolation.

Symptoms Impacting Consideration for Exclusion from School

Students and employees should be aware of the following [COVID-19-related symptoms](#):

- A fever of 100.4° F or greater
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle pain/aches
- Headache
- Sore throat
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

Students and employees should be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on [CDC Guidance](#) that is not otherwise explained (for example, a student who has a COVID-19 related symptom but is diagnosed with another ailment by a physician that does not warrant exclusion from school).

Quarantine and Testing

Once a student or employee is excluded from the school environment because of quarantine, they may return if they satisfy the recommendations of the CDC. Currently, those guidelines are:

- All fully vaccinated individuals who remain asymptomatic (even if a close contact) do not need to quarantine but should monitor for symptoms throughout the 14 days following their exposure.
- Unvaccinated individuals must quarantine with the following options:
 - Asymptomatic close contact may return after Day 10 with enhanced precautions in place for days 11-14. Enhanced precautions require wearing a face mask at all times and maintaining a physical distance of at least 3 feet when inside the classroom and 6 feet in all other situations. Lunch must be eaten separately from others. If symptoms develop at any time, the individual must stay at home for 10 days of isolation after the date the symptoms began.
 - Asymptomatic close contact may return after day 8 with a negative PCR test on day 5, 6, or 7 with enhanced precautions listed above.
 - Asymptomatic close contact may return on day 15 after exposure.

Health Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure. Screening can consist of self-screening and observational screening. The type and extent of screening will be dictated by the re-entry stage STM is currently under (Stages 3 and 4).

Self-Screening and Observational Screening

According to the Indiana State Department of Health (ISDH), screening all students and staff for coronavirus symptoms at school every day is not realistic. As a result, All STM families are strongly encouraged to self-screen before coming to school each day. Students and employees exhibiting [symptoms of Coronavirus \(COVID-19\)](#) without being otherwise explained, are prohibited from coming to school, and if they do come to school, will be sent home immediately. In addition, all staff members are strongly encouraged to report students and staff members to a school nurse for symptom analysis if [symptoms of Coronavirus \(COVID-19\)](#) are evident.

Keeping a sick student at home will be critical. Please note that all attendance incentives for the 2021-2022 school year have been suspended.

How to Self-Screen

Prior to coming to school each day, students and staff should assess themselves (with parental/guardian assistance if applicable) for any of the following signs or symptoms of possible COVID-19.

- ☐ Feeling feverish or temperature greater than 100° F
- ☐ Chills or repeated shaking with chills
- ☐ Unexplained new or worsening cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Unexplained fatigue
- ☐ Unexplained muscle aches
- ☐ Unexplained headache
- ☐ Unexplained sore throat
- ☐ Nausea, vomiting or diarrhea
- ☐ New loss of taste or smell

Next Steps

All students and staff members who answer “yes” to any of the above symptoms and suspect that the symptoms are related to COVID-19, should not come to school. When reporting a student absence, please report all symptoms to school officials. Staff members should follow the normal procedures for calling off. In addition, all staff members must contact their supervisor to discuss their symptoms and the reason for the absence. Each department and school will communicate the specific procedures to all staff.

If any of the above symptoms develop after the school day starts, students should report to the school nurse. Staff members should notify their supervisor, return to their residence and contact their medical provider.

Students and staff members who experience symptoms should follow the Exclusion Procedures listed on page 8.

Temperature Checks

Based on recommendations by local and state health departments, temperature checks when entering the building will not be an active component of the STM screening process. Health departments believe the risk outweighs the benefits since students would have to congregate in line at unsafe distances from one another. In addition, fevers are not always present in COVID-19 cases.

Confirmed Case of COVID-19 (STM Student or Employee)

All positive cases of COVID-19 will be reported to the Lake County Health Department (LCHD) and the Indiana Department of Education (IDOE) for reporting purposes, school closure guidance and potential contact tracing efforts.

If a student or staff member tests positive for COVID-19, the STM will work in conjunction with the LCHD and the IDOE to make a determination about moving to stages 2, 3 or 4. Some of the factors that will be considered are: likelihood of exposure to students and staff in the building and the number of cases in the community. When positive cases are reported, the LCHD will conduct contact tracing measures that may warrant self-quarantine and exclusions from school for some students and/or staff.

Due to federal privacy measures, it is important to note that the name(s) of any student or staff who test positive will not be identified in communications to the STM community. If school closure (stage 4) is necessary, a determination will be made for all supporting activities (co-curricular, extra-curricular, before and after school programs, etc.). School closures may range in length depending on the circumstances.

Case and stage information will be shared with Adventure Club Before/After Care. Positive cases in these organizations will factor into stage determination for the STM.

The STM will track attendance trends daily to determine any patterns of absence due to illness throughout the corporation. In addition, Indiana law requires schools to track and monitor attendance to assist in the determination of a viral outbreak within our schools (512 IAC 1-2-2). Schools shall report to the local health department and the IDOE when the percentage of student absences from a school is equal to or greater than the threshold rate of twenty percent (20%) of the enrolled student population.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent reports that a student is ill, STM staff members will ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the STM will inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the STM will make additional inquiries and may exclude the person from school property.

Nurse Office Areas - COVID-19 Symptomatic

Each school will designate a room or space separate from the nurse's clinic where students or employees who are feeling ill with COVID-19 related symptoms are evaluated or are waiting to be picked-up. All waiting staff and students should wear a cloth face covering. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict physical distancing is required, and staff must wear appropriate PPE. If parents are requested to pick-up their student, they should notify the school main office when they are in the parking lot. Students who are ill will be walked out of the building to their parents. If students drive to school, the nurse will speak with the parents to determine if the student can safely drive home. Those students will be walked to the exit and allowed to drive home with parent permission.

Nurse Office Areas - Non-COVID-19 Related

Students who do not display symptoms of COVID-19 can be seen and treated in the regular nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions, those requiring medical treatments and those with individual health plans.

Vaccinations

The Federal and State governments encourage all staff and students who are able to be vaccinated to do so. Research on vaccinations from the CDC have shown that the vaccinations reduce the risk of contracting COVID-19 and reduce the symptoms in some patients who contract COVID-19 after being fully vaccinated. STM recommends that staff, parents and students consult a medical professional to determine what course of action is best suited in the prevention and treatment of COVID-19.

Although the STM does not require proof of vaccination, individuals who provide vaccination records will not be required to wear a mask unless ordered by the state and federal government. Students and staff who do not provide proof of vaccination will be considered unvaccinated and will be required to wear a mask per the plan.

Attendance

Student Attendance

STM personnel will request specific symptom information when absences are reported along with COVID-19 diagnoses and/or potential COVID-19 exposure. Information obtained will be shared with the nursing staff.

A student absent from school due to COVID-19 related symptoms will be recorded as a medical absence. If a student is not ill but circumstances require the student to quarantine, the student's attendance will be recorded as a medical absence. If the student is able to participate in remote learning while quarantining, no absence will be recorded for that day.

Tardies

At the beginning of the school day, schools may alter the tardy consequences if extenuating circumstances occur such as staggered times for entry. Because students will not be able to congregate during passing periods, tardy policies between class periods will continue as normal.

Perfect Attendance Incentives

The STM will strongly encourage all symptomatic students and staff to stay home to prevent the spread of illness. In addition, the school system will send students home from school who are not feeling well on a much more frequent basis during the school year. As a result, all perfect attendance programs will be suspended for the 2021-2022 school year. The STM believes these programs may encourage students and staff to attend school when they don't feel well. In the midst of a pandemic, it would be irresponsible to continue with these programs/incentives.

STM Staff Attendance

Employees who experience the onset of any COVID-19 symptoms at work should immediately be sent home and remain there until contacted by a supervisor or a member of the Human Resources Department. Employees who have had a known exposure to someone testing positive for COVID-19 should alert their supervisor and follow the directions of the health department.

Daily School Operations

Arrival/Dismissal

All schools will make every attempt to minimize crowding at drop-off and pick-up times. We ask all stakeholders to cooperate with school personnel and follow each building's prescribed plan. We anticipate the number of students who utilize bus service this year will be lower than normal. As a result, parents should expect longer wait times. Staggered arrival and dismissal times may be utilized at various buildings to assist with the arrival/dismissal process.

The traditional practice of entering each school building for a student remains the same. Parents should notify the main office via telephone or email if a student requires early release or has a change to their normal mode of transportation for the day. We ask all parents to remain in their vehicles during stages 2 and 3. While in stage 1, parents will wear a mask if they leave their vehicles.

Building principals will provide a map of the drop-off and pick-up lines and the rules prior to the start of the school year. Buildings may utilize signage and other visual cues to direct traffic flow and encourage physical distancing for students and staff.

Visitors

During stages 1 and 2, visitors will be allowed in the schools. If a visitor provides proof of COVID-19 vaccination, he or she will not be required to wear a mask. If no evidence of a vaccination is provided, the visitor is considered unvaccinated and will be required to wear a mask and maintain a physical distance of 6 feet from all people in the school. In stages 3 and 4, nonessential visitors will not be allowed into the school buildings. Unvaccinated visitors who are deemed essential must wear face coverings while in a STM building during stages 3 and 4. During stages 3 and 4, the STM encourages all essential business that typically requires a visit to the school be conducted via telephone or a virtual meeting option. Restricting visitors from buildings will allow us a greater opportunity to keep students and staff safe during the COVID-19 pandemic.

The first day of Kindergarten is an important milestone for a majority of our families. As a result, each building will share their specific plan for the first day of school procedures specifically for Kindergarten students. Please note that face coverings will be required for all unvaccinated individuals.

Special Education Case Conferences and 504 Committee Meetings

Case Conferences for students receiving special services have the ability to be conducted in-person during stages 1 and 2. However, individuals who do not show proof of vaccination will be considered unvaccinated, and must wear a mask. In addition, the conference venue must have the ability to maintain 6 feet of physical distancing for any individual who is considered unvaccinated. Virtual Conferences will continue to be offered during all stages for ease of participation.

Parent Conferences

Individual parent meetings or conferences may be conducted in-person during Stages 1 and 2. However, individuals who do not show proof of vaccination will be considered unvaccinated, and must wear a mask. In addition, the meeting venue must have the ability to maintain 6 feet of physical distancing for any individual who is considered unvaccinated. The opportunity to conduct meetings via telephone or virtually will continue to be offered during all stages for ease of participation. While in stages 3 and 4, all parent meetings will be conducted virtually.

Regardless of the pandemic stage, Parent Open House and Orientation nights, excluding kindergarten orientation, will be conducted through a virtual online option. Each school will provide information about these events.

Field Trips

Although field trips provide memorable and educational experiences for students, effective physical distancing in an uncontrolled environment becomes difficult. All field trips will be evaluated by building principals when in stages 1 and 2. Specific guidelines for a field trip will be determined by the building administration and will be communicated to students and parents. While in stages 3 and 4, all field trips will be postponed or cancelled.

Recess

Recess is an important part of the school day for our elementary students. However, the safety and security of our students and staff must take precedent during a pandemic. Under guidance from the IDOE and CDC, outdoor recess may be staggered and will comply with physical distancing requirements. Equipment will be cleaned on a more frequent basis. Whenever possible, students will be encouraged to participate in touch-free activities. If these requirements cannot be met, schools will cancel outdoor recess and incorporate indoor “recess” for students. During this time, students will be given options as to how they can safely utilize their time. When outdoor recess is utilized, visual cues should be adopted at all schools to remind students of the physical distancing requirements.

Stage 1 – Blue: Outdoor recess – students can participate in a normal recess with masks being optional while outside. Proper cleaning protocol will be in place.

Stage 2 – Yellow: Outdoor recess – students can participate in a normal recess with masks being optional while outside. Proper cleaning protocol will be in place and physical distancing is recommended. Students will be encouraged to participate in touch-free activities.

Stage 3 – Orange Outdoor recess – all students will be required to wear masks and recess time will be divided up into cohorts. Physical distancing will be required. Students will be participating in touch-free activities.

Locker/Cubby Usage

The use of lockers will be permitted at the high school and middle school. Students will be encouraged to maintain safe physical distancing at all times.

Cubby usage will be permitted at the elementary schools. Physical distancing will be recommended.

Room Configurations/Set-up

Classrooms should be arranged to maximize student desk space (increase capacity while maintaining physical distancing). Non-essential (non-curricular) items should be removed to aid in cleaning efforts.

Desks should be arranged in configurations that decrease face-to-face interaction (reducing transmission opportunities).

Assigned seating will be mandatory in all classrooms this school year. Assigned seating will assist the LCHD in potential contact tracing situations if a student is diagnosed with COVID-19.

While in stage 3, schools will:

- Encourage educational activities that keep students seated in the classroom
- Limit activities that combine classes or grade levels
- Limit, when possible, student transitions from room to room
- Limit sharing of high touch materials (art supplies, equipment, etc.)
- Avoid sharing of electronic devices
- Increase opportunities for student hygiene activities
- Encourage the use of outdoor spaces for instruction
- Encourage the use of larger classroom spaces (gym, cafeteria, etc.)
- Schedule restroom breaks, when possible, to avoid overcrowding

Hallways/Passing Periods/Transition Periods

Since physical distancing will be difficult to adhere to during transitional periods of a school day, face covering usage will be required during stages 2 and 3 for unvaccinated individuals. Congregating in hallways between classes will be limited.

While in stage 3, schools may opt to alter their usual schedule and allow students to remain in the room while teachers change classes. This may be particularly true for specials courses at the elementary schools.

Safety Drills

Even during a pandemic, it is still important and required by law to prepare and drill for potential emergencies.

Schools will exercise caution with any drill that involves dividing grade levels or hallways. Having a subset of students and staff ignoring an alarm for a drill may cause confusion in the event of an actual alarm.

Fire Drills

- Schools may “slow down” their drills. This may include sounding the alarm for all occupants to be familiar with the sound, silencing, and then beginning a slow and orderly evacuation. This will help occupants know what the fire alarm sounds like, practice their evacuation, and maintain physical distancing.
 - Building and school safety leaders will assess traffic flow and other problems.
 - Drills should be clearly announced so students and staff are aware of the drill.
 - When feasible, one-way hallways will be designated for evacuation to lessen the instances of “crossing paths.”
 - Rally points may need to be reconsidered to accommodate physical distancing.
 - Unvaccinated students will be required to wear a mask during the drill.

Tornado Drills

- Drills will be announced, and students will move to their shelter location one classroom at a time, or slowly in waves. Building leaders and teachers should emphasize physical distancing while ensuring occupants are able to locate their shelter in the event of severe weather or a tornado.
 - Drills should be clearly announced so students and staff are aware of the drill.
 - When feasible, one-way hallways will be designated for evacuation to lessen the instances of “crossing paths.”
 - Unvaccinated students will be required to wear a mask during the drill.

Lockdown Drills

- If the lockdown location is impractical for a drill due to physical distancing requirements, teachers and staff should emphasize where students should go in the event of a lockdown.

Bus Evacuation Drills

- Students will be required to use face coverings for all bus evacuation drills.

Student Supplies

Parents should make every effort to reduce the amount of materials, supplies, and personal belongings going to and from school each day.

Staff should be cognizant of this requirement and limit required school supplies to only essential items. Supply lists will be shared by each specific school/teacher.

In addition, staff members should make a concerted effort to reduce student exposure to high-touch, shared resources at school (art supplies, books, electronic devices, etc.). Supplies utilized by students which are owned by STM should be cleaned/sanitized on a regular basis.

Computer devices should be taken home each day and sanitized. Please refer to the **Cleaning and Sanitization Procedures from Dell** on page 35.

Water Fountain Usage

Since water fountains are considered “high-touch” areas, fountains will be shut down while the pandemic is active. Students are encouraged to bring their own water/bottle.

Water Bottle Filling Stations

Water bottle filling stations can be utilized and will be cleaned/sanitized on a regular basis. Proper bottle filling signage will be posted next to each filling station.

Restrooms

Regulating physical distancing in restrooms is difficult due to the privacy required in these areas. As a result, facial coverings are required in all STM restrooms for all unvaccinated individuals while in stages 2 and 3. In addition to the face covering requirement, the following actions may also take place:

- If teachers take classes to the restroom, a practice of physical distancing and limited students in the restroom at any given time should be practiced
- Educate students on handwashing and face covering usage in the restroom area
- Designate restrooms usage (by classroom)

Staff Meetings

Whole staff, grade level, departmental and/or PLC meetings are an important part of the workday for instructional staff members. When meetings are held, staff members should meet in spaces that are large enough to accommodate physical distancing for unvaccinated staff. If a space is not available to successfully physically distance staff members, a virtual format should be utilized in stages 2, 3 and 4. Unvaccinated staff members will be required to wear a mask and physically distance 6 feet from other staff.

Student Nutrition (Breakfast and Lunch)

Student usage of the cafeteria will be one of the most challenging events during the school year. Due to the size of each school's cafeteria and the number of students enrolled, it will be difficult to maintain physical distancing with normal lunch procedures. In addition, students will not be able to wear face coverings while they eat. As a result, schools will employ various practices to facilitate the operations of the cafeteria area. While in stages 2, 3 and 4, face coverings will be required for all unvaccinated individuals in the cafeteria and other designated eating areas until the student is seated. Principals will communicate each school's specific lunchroom procedures with the parents and students.

Throughout the school year, some of the following strategies that may be utilized include:

- Grab and go meals - eliminates self-serve food items and utilizes disposable utensils
- Assigned seating
- Visual cues placed throughout the cafeteria to control the flow of traffic
- Prohibit food sharing
- Sanitation station availability in all cafeterias
- PPE provided for all food service staff
- Dining in classrooms or specified areas in the building such as the gymnasium, field house, large rooms, and outdoor areas for lunch (to aid in physical distancing protocols)

Classroom Instruction

All Core Subjects and Grade levels

In-Person Instruction

GRADE LEVEL	SPECIFICATIONS	
K-12	Classrooms will be arranged to provide maximum physical distancing.	
	Classes can be moved outside when possible.	
	Larger areas of the school may be used as classrooms if needed.	
K-5	Stages 1 and 2	Students travel as normal.
	Stage 3	Students remain in home classroom as much as possible with masks when physical distance cannot be maintained.
6-12	Stage 1	Students travel as normal
	Stages 2 and 3	Students travel to location; practice physical distancing with masks when warranted.

At-Home Instruction

Only available to all students in Stages 3 and 4.

GRADE LEVEL	SPECIFICATIONS
K-5	Students will remotely join class at regular times.
	Instruction will mirror in-person instruction.
	Students must complete all assignments and assessments and submit them through the learning managements system used by the teacher.
6-12	Students will log into and join the regular in-person course at the regularly scheduled time and day.
	Students will follow the in-person schedule and submit all assignments and assessments in the manner determined by the teacher.

Exceptional Achievers

All unique needs or concerns for Exceptional Achievers should be communicated to the building supervisors for special education, Tammy Katalinic for the elementary level and Marianne Orfanos for the secondary level.

STAGE	SPECIFICATIONS
Stages 1 and 2	Students travel normally as they would in a traditional school day receiving all IEP supports and accommodations as intended. All in-person learning.
Stage 3	<p>Students will be limited to classrooms as much as possible, with both push-in and pull-out services provided, with increased physical distancing taken into consideration.</p> <p>PPE will be flexible for students with sensory, medical, and emotional/developmental needs.</p>
Stage 4	<p>For at-home instruction, students will receive all accommodations and provisions to the maximum extent possible via virtual sessions.</p> <p>The STM will utilize virtual learning opportunities during E-Learning.</p> <p>During E-Learning, assistance will be given to meet individual accommodations/modifications on assignments that relate to a student's IEP goals/objectives.</p> <p>Services will be provided through, but not limited to Blackboard, Google Classroom, emails, online materials, manipulatives, and paper/pencil with the focus to be to support equitable access to curriculum.</p> <p>Related services will be provided virtually.</p>

Specials and Electives:

Art

In-Person Instruction

GRADE LEVEL	SPECIFICATIONS	
K-5	Stages 1-2	Students travel to the art room and practice good hygiene
	Stage 3	Teachers may travel to classroom. Students wash and/or sanitize hands when using shared equipment. Students are required to bring their own supplies to art Students clean workspace before and after class No sharing of supplies.
	Stage 4	No in-person instruction – shift to remote learning. Art lessons will be posted in Google Classroom and students may be required to virtually join the art class at the normally scheduled day and time.
6-12	Stages 1-3	Students travel to the art room and practice physical distancing Students are required to bring their own supplies to art, except those that will be provided. Teachers will produce a supply list. Supply baskets will be assigned to a group of students and only be used by the assigned group of students. Students are required to bring their own supplies to art, except those that will be provided. Teachers will produce a supply list. Supply baskets will be disinfected frequently.
	Stage 4	No in-person instruction – shift to remote learning. Art lessons will be posted on BlackBoard and students will be required to virtually join the art class at the normally scheduled day and time.

At-Home Instruction

Only available to all students in Stages 3 and 4.

GRADE LEVEL	SPECIFICATIONS
K-12	Same as core subjects as provided on page 19 above. At the secondary level, some art classes are not possible to do at home (ex. ceramics) and students may have to drop these classes. Please talk to your counselor about classes that are not able to be conducted at home

Physical Education

In-Person Instruction

GRADE LEVEL	SPECIFICATIONS	
K-5	Stages 1-2	Students travel to gym and practice physical distancing. If physical distancing of at least 6 feet can be maintained, masks can be removed while participating in vigorous activities.
	Stage 3	Physical education classes will meet outside whenever possible (weather permitting). The class can meet in the gym if physical distancing of at least 6 feet can be maintained. Masks can be removed if physical distancing is strictly adhered to. Students wash and/or sanitize hands when entering and exiting the gym or returning the classroom after being outside. The use of high touch equipment should be minimized.
6-12	Stages 1-3	When possible, physical education classes will be conducted outside. Regardless of location, physical distancing should be practiced. The use of high touch equipment should be minimized. If used, frequent sanitization is required. Follow the guidelines as presented by the National Federation of State High School Association and Indiana High School Athletic Association for locker rooms.

At-Home Instruction

Only available to all students in Stages 3 and 4.

GRADE LEVEL	SPECIFICATIONS
K-12	Students will complete all assigned physical activities, assignments, and assessments through Google Classroom, BlackBoard or any other program implemented by the teacher. The teacher will designate dates and times to remotely log in to complete assignments.
9-12	Students will engage in the same physical activities as those participating in in-person instruction. The emphasis will be geared toward physical activity rather than traditional "sporting units" that are typical. Journals will be kept and submitted to the teacher.

Performing Arts

General Music:

In-Person Instruction

GRADE LEVEL	SPECIFICATIONS	
K-5	Stage 1-2	Students travel to the music room. Depending upon availability to physical distance.
All Grades	Stage 3	<p>Move instruction outside, when possible, or to larger space such as the cafeteria or gymnasium.</p> <p>Cleaning before and after use of equipment is important. Singing without masks is not recommended unless outside.</p> <p>Adjust curriculum towards other non-singing activities, such as playing unpitched and pitched percussion, group movement (observing physical distance guidelines), composing/arranging, reading musical notation, listening activities, SEL activities, and body percussion.</p> <p>Follow guidelines from IMEA GENERAL MUSIC TASKFORCE</p>

BAND:

In-Person Instruction

GRADE LEVEL	SPECIFICATIONS
6-12	<p>Move instruction outside, when possible, or to a larger space like auditorium, cafeteria or gymnasium.</p> <p>Design traffic flow in room and locker storage areas.</p> <p>Cleaning before and after use of equipment is important.</p> <p>Reduce paper exchange by scanning music and providing digitally.</p> <p>Follow a list of precautions, including limiting interpersonal contact as much as possible.</p> <p>Make hand sanitizer available.</p> <p>Follow Indiana State School guidelines from IMEA Band Taskforce.</p> <p>Follow guidelines for the Marching Band from ISSMA</p>

At-Home Instruction

Only available to all students in Stages 3 and 4.

GRADE LEVEL	SPECIFICATIONS
6-12	<p>Same as core subjects as provided on page 19 above.</p> <p>Recordings may need to be uploaded to the teacher so progress can be monitored.</p>

ORCHESTRA:

In-Person Instruction

GRADE LEVEL	SPECIFICATIONS
6-12	<p>Move instruction outside, when possible, or to larger space like the auditorium, cafeteria or gymnasium.</p> <p>Design traffic flow in rooms and storage lockers to minimize student interactions.</p> <p>Clean equipment before and after use.</p> <p>Reduce paper exchange by scanning music and providing digitally.</p> <p>Follow a list of precautions, including limiting interpersonal contact as much as possible.</p> <p>Make hand sanitizer available.</p> <p>Follow guidelines from IMEA ORCHESTRA TASKFORCE Indiana State School Music Association (ISSMA).</p>

At-Home Instruction

Only available to all students in Stages 3 and 4.

GRADE LEVEL	SPECIFICATIONS
6-12	<p>Same as core subjects as provided on page 19 above.</p> <p>Recordings may need to be uploaded to the teacher so progress can be monitored.</p>

CHOIR:

In-Person Instruction

GRADE LEVEL	SPECIFICATIONS
6-12	<p>Move instruction outside, when possible, or to a larger space like auditorium, cafeteria or gymnasium.</p> <p>Design traffic flow in room and locker storage areas.</p> <p>Cleaning before and after use of equipment is important.</p> <p>Reduce paper exchange by scanning music and providing digitally.</p> <p>Follow a list of precautions, including limiting interpersonal contact as much as possible.</p> <p>Make hand sanitizer available.</p>

At-Home Instruction

Only available to all students in Stages 3 and 4.

GRADE LEVEL	SPECIFICATIONS
6-12	<p>Same as core subjects as provided on page 19 above.</p> <p>Recordings may need to be uploaded to the teacher so progress can be monitored.</p>

Transportation

For approximately half of our students, the school bus is a student's first contact with the school in the morning and the last point of contact in the afternoon. Thus, it is important to establish protocols regarding student transportation to minimize the spread of COVID-19 and protect both students and staff. If possible, we encourage parents to use their own transportation to drop-off and pick-up their students from school. However, if that is not possible, students riding the bus will be required to follow strict protocols.

During the registration process, parents will be asked to choose the mode of transportation their student will be using this school year (walk, car ride, or ride the bus). After the registration process, changes may be made by notifying Transportation via telephone at 836-3234 or via email at tnnelson@munster.us. We ask parents to give as much notice as possible to accommodate requests in a timely fashion.

Physical Distancing on the Bus

Transportation will attempt to physically distance students when possible. However, it is important to note the recommended three feet of physical distancing will be difficult depending on the number of students who ride a bus. Therefore, students will be required to wear face coverings while riding the bus and while embarking and disembarking the bus within all stages. In addition, federal regulations require face masks on all school buses. Bus windows will be lowered when weather permits to increase air circulation throughout the bus. Siblings and members of the same household will be required to sit with each other in the same seat.

Students will be required to maintain physical distancing at bus stops. While in stages 2 and 3, all unvaccinated students must wear face coverings while at the bus stop. Parent supervision at the bus stop is encouraged.

Students will be assigned to a specific seat on the bus for contact tracing purposes.

Due to assigned seating to allow for contact tracing, students will only be allowed to ride their own bus to which they have been assigned for home-to-school/school-to-home transport. Students will not be permitted to ride with another student on a different bus.

STM will encourage custodial-arranged, reimbursable transportation for McKinney-Vento, foster and medically fragile students.

In addition, students will not be permitted to eat on the bus unless medically necessary. Students may not pass personal items between one another on the bus.

Failure to comply with COVID-19 preventative requirements may result in the loss of school bus privileges for a student.

Bus Cleaning and Sanitization

Buses will be thoroughly sanitized three times a day using a CDC approved agent. If a STM vehicle transports a passenger or has a driver who tests positive for COVID-19 or exhibits symptoms of COVID-19, the transportation department will remove the bus/vehicle from service for 24 hours before cleaning and disinfecting the bus/vehicle. If a 24-hour wait time is not feasible, STM personnel will wait as long as possible.

Employee Training

Transportation employee training will include:

- COVID-19 training including - identifying symptoms, self-screening, prevention and risk of exposure
- Universal precautions when handling body fluids
- Reporting procedures for suspected or confirmed COVID-19 cases
- Proper use of face coverings and other PPE
- Bus cleaning and sanitizing protocol including schedules, appropriate products, tools, methods and safety precautions
- Loading and unloading procedures
- Seating chart requirements
- Fresh air flow inside buses with weather permitting

Student Activities

Athletics

The STM will adhere to the Indiana High School Athletic Association (IHSAA) recommendations, but reserves the right to adhere to stricter safety guidelines at any time.

The IHSAA last updated its [COVID-19 resources](#) on March 1, 2021. The same physical distancing, hygiene and masking requirements of Physical Education classes will be in place for extra-curricular athletic activities. In addition, given the fluid situation of COVID-19, these considerations are subject to change. Coaches will provide specific guidelines and protocols directly to student athletes and parents.

If state guideline, protocols, or IHSAA recommendations change at any time, Munster athletics and coaches will follow these new mandates, but reserves the right to adhere to stricter safety guidelines at any time.

Specific STM Expectations

1. Athletic physicals must be completed prior to student participation. Munster High School athletes are required to obtain a new physical for the 2021-22 school year, dated after April 1, 2021. The required NEW IHSAA physical form can be accessed through this link: [IHSAA Forms](#). The official IHSAA physical form is the only form that physicians can use to document a valid physical. Physical forms will be collected by the Athletic Office. You may drop off physicals at the main office entrance of MHS (door A) as of July 1, 2021.
2. Student-athletes and coaches will be required to self-screen for COVID-19 symptoms prior to participating in practice and competition. Students or coaches should not participate in practice/competition if any symptoms are present.
3. All athletes will be required to bring their own water bottle, towel and face mask to practice. Students will write their names on all personal items. **All personal items need to be cleaned/washed after each session.** Please keep all items in a bag. (The bag will also need to be cleaned/wiped down after every practice). **DO NOT SHARE PERSONAL ITEMS WITH ANYONE!**
4. Unvaccinated coaches are required to wear face coverings at all times and maintain a physical distance of 6 feet. While in stages 2 and 3, unvaccinated athletes will wear face coverings at all times unless conditioning or when physical distancing of six feet can be maintained. If protocol changes by mandate of the state, coaches will comply with those mandates and guidelines.
5. Coaches will be asked to keep their instruction of athletes to small groups. Multiple coaches should be utilized in station work if possible, in order to achieve this. Coaches are to instruct athletes to have minimal contact with their teammates as a safety measure. Coaches are to practice safe physical distancing, even when instructing small groups.
6. While in stages 1 and 2, youth camps, high school camps, scrimmages, or outside team camps will be allowed at the discretion of the coaches. All safety protocols for each stage will be followed.

7. We will not be monitoring student transportation to and from workouts. If you are riding to and from workouts with teammates, all parents should be aware and grant permission. Shared rides with teammates are strongly discouraged.

8. Athletes will be required to sign a statement indicating that they understand and will adhere to the safety plan being implemented and that failure to do so will result in removal from summer participation.

9) No parents or spectators will be allowed to attend practice sessions.

10) The official beginning of fall sports under the IHSA guidelines is as follows: Girl's Golf begins Friday, July 30, 2021, all other fall sports Monday, August 2, 2021.

11) Munster athletics will continue to monitor and operate under the State of Indiana and the IHSA guidelines as to the directives that will have a bearing on our procedures.

Extra-Curricular Activities

All non-athletic Extra-Curricular activities will follow the same guidelines as outlined for classrooms.

Facilities

Cleaning supplies with the capability to kill COVID-19 have been purchased and will be utilized in all buildings and buses.

Cleaning and Sanitization

All buildings will be receiving a “deep clean” prior to the start of the 2021-2022 school year.

Nightly disinfecting of all high-touch surfaces in rooms will take place. High-touch areas include but are not limited to:

- Doorknobs
- Restroom Sinks
- Toilets
- Light Switches
- Desks
- Pencil Sharpeners
- Media Center furniture
- Weight Room equipment
- Phones
- Walls
- Locker Rooms

In addition to nightly cleaning of our facilities, COVID-19 will require staff to conduct more frequent cleanings throughout the school day. This process will include the following:

- Ongoing cleaning of high-touch surfaces throughout the day and in between student activities (recess, lunch, passing periods, etc.)
- Cleaning shared objects between uses. Including:
 - Gym Equipment
 - Classroom Materials
 - Related Arts Materials (Art, Band, Orchestra, etc.)
 - Games
 - Copy Machines
 - Cupboard, Drawer and Filing Cabinet Handles
 - Refrigerator and Freezer Door Handles
 - Desks, Tables and Chairs

Certain materials that become problematic to keep clean may be temporarily taken out of use.

Cleaning after COVID-19 Exposure

Emergency cleaning will occur in situations where a known infection is connected to a STM facility. Depending on the size or complexity of the area requiring emergency cleaning, outside vendors may be hired to assist.

If an emergency cleaning need occurs, all or part of the applicable facility will be vacated. If a school needs to be evacuated and closed, the length-of-closure will be communicated to all appropriate stakeholders.

Safety Partitions

Partitions may be utilized throughout the STM where staff members may come into contact with building visitors and vendors. In addition, safety partitions may be used in places where physical distancing cannot be maintained (for example, cafeteria cashiers).

Signage

The STM will post signage throughout the district. Signage will include:

- COVID-19 Symptoms/Self-Screening
- Handwashing Practices
- Stop the Spread and Proper Hygiene Practices
- Proper Face Covering Usage

Ventilation

The STM will ensure ventilation systems operate properly and will increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff. Air filters will be replaced more frequently.

Mental Health

Mental health plays an important role in the lives of our students, faculty, staff and families. We support the mental health of stakeholders during the COVID-19 pandemic by providing resources, services and professional development opportunities.

All schools are staffed with at least one licensed school counselor or school social worker. If a student needs any social or emotional assistance, they should reach out to their counselor or social worker.

Tips to Support Coping and Resilience

- Encourage employees and students to take breaks from watching, reading or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed
- Promote health and wellness habits of employees and students such as eating healthy, exercising, getting plenty of sleep and setting time aside to unwind
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling
- All stakeholders should be educated on the signs and symptoms of anxiety and depression

Resources for Families and Students

Student Support Program

A multi-tiered system of support designed to address academic and social-emotional learning will be utilized. All students will receive universally designed, differentiated, and integrated support. Referrals and data will be used to identify students who require additional support for increasingly intensive interventions, which may and can include assistance from community mental health agencies in order to support counseling sessions and skills coaching.

NOTE: More specific details of the Student Support Program and the partnerships with community mental health agencies will be provided as they are finalized.

Other Resources for families

- [Indiana School Mental Health Initiative: Resources for Supporting Mental Health](#)
- [Stress Management Tips for Students](#)

STM School Counselor and Social Worker Contact Information

Munster High School

Faculty Contact	Title	Email	Phone Ext
Robert Snyder	Director of Guidance	rcsnyder@munster.us	3324
Chrisanne Terry	School Counselor (A – Co)	cnterry@munster.us	3210
Peter Gregory	School Counselor (Cp - Hi)	pkgregory@munster.us	3409
Liz Keleher	School Counselor (Hj - Mn)	epkeleher@munster.us	3434
Sarah O'Brien	School Counselor (Mo - Sa)	seobrien@munster.us	3212
Lisa Oommen	School Counselor (Sc - Z)	ljoommen@munster.us	3365
Amy Burian	Social Worker	aaburian@munster.us	3218

Wilbur Wright Middle School

Faculty Contact	Title	Email	Phone Ext
TBD	Director of Guidance		2223
Julie Atkinson	School Counselor (A - K)	jeatkinson @munster.us	2212
Lindsay Grunewald	School Counselor (L - Z)	ltgrunewald @munster.us	2250
Catherine Kowalczyk	Social Worker	cakowalczyk@munster.us	2214
TBD	Social Worker		

Eads Elementary School

Faculty Contact	Title	Email	Phone Ext
Sarah Lerch	School Psychologist	smlerch@munster.us	5460
Reyne Plesha	Social Worker	rrplesha@munster.us	7305

Elliott Elementary School

Faculty Contact	Title	Email	Phone Ext
Sarah Lerch	School Psychologist	smlerch@munster.us	5460
Cicely Powell	Social Worker	cdpowell@munster.us	5453

Frank Hammond Elementary School

Faculty Contact	Title	Email	Phone Ext
Sarah Lerch	School Psychologist	smlerch@munster.us	7486
Christina Brunetti	Social Worker	clbrunetti@munster.us	6261

Office of Exceptional Achievers

Faculty Contact	Title	Email	Phone Ext
Jodi Csepiga	Behaviorist	jlcsepiga@munster.us	6302

Resources for Staff

- **Ongoing professional development and SEL classroom lessons**
 - [IDOE *The Science of Happiness* Course \(earn 45 PGP points\)](#)
 - [Professional Development TREP Conference “Preparing for Next School Year”](#)
 - [IDOE Educator Wellness and Mental Health Supports infographic](#)
 - [CASEL CARES: COVID-19](#)
- **Employee Assistance Program**
 - Contact: Kelly Bunnell at 219-836-9111 extension 1036 for more information

Technology

Cleaning and Sanitization Procedures for STM Devices

The guidance below was provided by the manufacturer of staff computers, student laptops, Chromebooks, and tablets. This guidance applies to all monitors, docking stations, keyboards, and mice.

1. We recommended you wear disposable gloves when cleaning and disinfecting surfaces.
2. Turn off the device you plan to clean and disconnect AC power. Also remove batteries from items like wireless keyboards. Never clean a product while it is powered on or plugged in.
3. Disconnect any external devices.
4. Never spray any liquids directly onto the product.
5. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp, but not dripping wet. Excess moisture should be removed if the cloth is wet before wiping the product. Using any material other than a microfiber cloth could cause damage to your product.
6. Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels, etc. Moisture entering the inside of an electronic product can cause damage to the product. Excessive wiping potentially could lead to damaging some surfaces.
7. When cleaning a display screen, carefully wipe in one direction, moving from the top of the display to the bottom.
8. Surfaces must be completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on or plugged in.
9. After cleaning or disinfecting a glass surface, it may be cleaned again using a glass cleaner designed for display surfaces following directions for that specific cleaner. We recommend you avoid glass cleaning products containing Ammonia.
10. Discard the disposable gloves used after each cleaning. Clean your hands immediately after gloves are removed and disposed.

Devices may experience some visible cosmetic changes to finishes over time as a result of the cleaning process outlined above on some surfaces. Other cleaning chemicals are very harsh and will damage surfaces. Please avoid using any of the following chemicals or products containing these chemicals:

- Any chlorine-based cleaner, such as bleach
- Peroxides (including hydrogen peroxide)
- Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene
- Ammonia (i.e. Windex)
- Ethyl alcohol

Using any of the chemicals listed above will cause permanent damage to some product surfaces. By following the steps outlined above, you can minimize the risk of damage.

Further information regarding cleaning student devices can be found at [Dell Technologies Support](#).

Internet Access

Comcast Internet Essentials

Internet Essentials is a program for families and other low-income households who currently do not subscribe to the Internet at home. Current Xfinity Internet customers are not eligible for Internet Essentials.

For all new and existing Internet Essentials customers, the speed of the program's Internet service is 25 Mbps downstream and 3 Mbps upstream.

Households with outstanding debt owed to Comcast may be eligible for Internet Essentials.

Here are some quick links to the program and the online application.

- For English: <https://Apply.InternetEssentials.com>
- For Spanish: <https://es-apply.internetessentials.com/>

Resources

- [Indiana Department of Health Fall School Guidance](#)
- [Symptoms of Coronavirus \(COVID-19\)](#)
- [CDC - How to Safely Wear and Take Off a Cloth Face Covering](#)
- [Department of Health Back to School Resources](#)
- [Multilingual COVID-19 Resources](#)
- [CDC - COVID-19. How to Protect Yourself](#)
- [Indiana - 2019 Novel Coronavirus \(COVID-19\) Information](#)
- [IDOE Face Covering Guidance](#)
- [Indiana COVID-19 Dashboard](#)
- [Indiana - Back on Track Plan](#)
- [Indiana - What Parents Need to Know about COVID-19](#)
- [Novel Coronavirus: Prevention steps for close contacts \(infographic\)](#)
- [ISDH - Mask Recommendations for Public Interaction](#)
- [ISDH - COVID-19 - Frequently Asked Questions and Answers](#)
- [CDC Prevention from Getting Sick](#)

CDC and ISDH Signage

- [Please wear a cloth face covering](#)
- [How to Safely Wear and Take Off a Cloth Face Covering](#)
- [Symptoms of Coronavirus \(COVID-19\)](#)
- [Stop the Spread of Germs](#)
- [Stay home when you are sick!](#)
- [Wash Your Hands](#)
- [Stay Healthy Wash Your Hands](#)
- [Keep Calm and Wash Your Hands](#)
- [Prevention Steps for Close Contacts](#)
- [Follow the Handwashing Steps](#)
- [Hand washing is your superpower](#)
- [Do Good; Wash Your Hands](#)
- [Everyone Loves To Have Clean Hands](#)
- [Germs Are Everywhere](#)
- [Clean Hands Keep You Healthy](#)