



LODI MIDDLE SCHOOL
Parent/Guardian/Student
4 Day a Week Reopening Information

April 14, 2021

Middle School Families,

We have been working very hard at Lodi Middle School to get ready to have students back in the building four days a week beginning April 19. We also have been planning on how to continue to provide a high level of education for our students that have chosen to remain virtual during these uncharted times. In order to make this transition to four days a week smooth and successful we are asking for you and your student's cooperation. This document contains information regarding the students who are attending in person and our students who are remaining virtual. Please review this information with your child(ren) and please don't hesitate to reach out if you have any questions or concerns. This information will be shared with all families via Infinite Campus the week of April 12. We also will be sending a hard copy home with each student attending in person.

As always, thank you for being our partner in working to provide the best education possible for our students. Take care.

Joe Prosek

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Attendance

This is a reminder that if you are going to be missing from school (online or in person), please have a parent call the office to report your absence. Dial 608-592-3854 extension 0. We have also added an attendance email that you can use if you prefer, msoffice@lodischoolswi.org.

Attendance will be taken at the beginning of every class period for in person students and required classes for online students. Students who are late to the beginning of class will be marked as tardy.

If you encounter technical difficulties (.ie. chromebook issues, internet outage, etc.) please contact the middle school office at 608-592-3854 extension 0.

Tardies

All students both online and in-person are expected to be in class before it begins. If a student is habitually late for class(es), school consequences may be applied.

Busing, Transportation and Entering the Building

Kobussen will be contacting all families that have chosen to attend school in person and are in need of bus transportation. LMS will open at 7:45 am and students will go directly to their first period class. If your child needs to be dropped off prior to 7:45 am please contact the middle school administration for prior approval.

We will use to following pick up/ drop off locations:

- A. If you are dropping off your student, please use the drop-off lane in the parking lot and have them enter the Front Main Entrance
 - B. Bus drop off and Pick Up - Bus Lane
 - ***Please note that bus riders will be picked up at the middle school at the end of the day (3:15).***
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Exiting the Building

Our goal in staggering dismissal is to avoid congregating in common areas and to designate certain exits that students should leave out of. Students who walk home from school or get picked up by parents will be dismissed a few minutes after our bus riders. This will help alleviate potential congestion. We will be monitoring this to evaluate the effectiveness and make adjustments if needed.

Daily Schedule

Specific student schedules will be shared with families prior to beginning this four day a week model on April 19, 2021. Schedules do look different based on the grade of the student and whether or not the student is attending in person or virtually.

Food Service - Breakfast, Lunch and Snack Break

Breakfast

- Students in the building will be able to get breakfast that will be eaten at the following times:
 - 6th Grade- 7:45 am - 8:00 am
 - 7th Grade- 8:20 am - 8:35 am
 - 8th Grade- 9:05 am - 9:20 am
- 6th grade- Breakfast or a snack from home will need to be eaten in their classroom during their designated periods. The group sizes are small enough to socially distance and eat safely.
- 7th/8th grade- Breakfast will need to be eaten in the cafeteria during their designated periods. The group sizes are too big to eat safely in the classroom.

Lunch

- Students will be eating lunch in the cafeteria, there will be no assigned seating, but seats will be marked for occupancy and spaced 6 feet apart to the greatest extent possible.
 - 6th Grade- 10:50-11:20
 - 7th Grade- 11:36-12:06
 - 8th Grade- 12:22-12:52
- Students will be expected to stay in their seats until the bell rings for dismissal or they are dismissed to recess.
- Students eating school lunch will go through the lunch line and select the items they would like.
- Microwaves will be available for student use with cleaning supplies available after usage.

Breakfast and lunch are free to all students through the end of the school year. Please encourage your student to take advantage of these free meals, as it is a great benefit for them as well as to the school district. The community free meal pick up will continue for all children up until age 18, including virtual learners.

Daily Screener and Close Contact

Students that will be coming to school will need to have a daily COVID screener completed. This screener will be sent to parents via email and they will be expected to fill this out before they arrive at the MS. If students are not certain if a screener was completed for them, they will be completing their own screener during their first period class. We will follow up with parents and guardians as needed.

In order to keep students and staff safe, everyone in the building will be expected to follow strict safety protocols to the greatest extent possible. We will **NOT** be able to maintain 6 foot social distancing in many classrooms and hallways due to the number of students we have returning. Students should work to ensure that they are not a close contact to other students/staff during the school day. A close contact is defined as someone that is:

1. Within 6 ft. of someone else for at least 15 minutes over a 24 hour period of time.
 2. Someone that has had physical contact with another individual.
 3. Someone that has been sneezed or coughed on.
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Contact Tracing

The district nurse (or designee) will identify close contacts. The school is responsible for identifying individuals who had close contact with the person who tested positive (on school grounds/school-related transportation) and providing this information to Public Health Officials.

Drinking Fountains

Please have your child bring a refillable water bottle since all drinking fountains are disabled at this time. The bottle fill stations by all the restrooms will be available for students to use.

Face Coverings

The use of face coverings is recommended by the CDC and Columbia and Dane County Department of Health Services to reduce the spread of COVID-19. Social distancing will not always be possible in school settings, therefore, students and staff will be required to wear face coverings/masks prior to entering the building and while in the building. These must remain in place, covering both the nose and mouth, unless eating/drinking with social distancing in place.



When possible, staff will look for opportunities to bring students outside and may allow coverings to be removed.

Disposable face coverings will be available in the office if a student does not have one or a face covering becomes soiled or otherwise unusable.

****Refusal to wear a face covering will not be tolerated. Students will be asked to remedy the concern or will be sent home if unwilling to do so.**

Headphones / Earbuds

Students attending in person should have headphones or earbuds that preferably have a mic attached to them and work with their chromebooks. There will be a limited number of these available for check-out in the LMC. Any headphones that are checked out from the LMC at the beginning of the day, will need to be returned to the LMC at the end of the day.

Homeroom

All students whether in person or virtual will start their day in homeroom. This provides an opportunity for check-in and some social emotional lessons. Homeroom runs from 7:58am - 8:20am on Monday, Tuesday, Thursday, and Friday.

Isolation Room

If a student presents with symptoms of COVID-19 while present at school, the following protocol will be followed:

- Staff will call the office and report that a student is coming into the health room.
- The student will be taken to the isolation room for further evaluation.
- Families will be notified immediately and must have a plan for having their child picked up within 30 minutes of being notified.

Symptoms of COVID-19

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

The following expectations are broken down for both in person and virtual.

In Person Expectations

- Complete your daily health screener BEFORE arriving at school each day.
 - It will be emailed to parents/guardians daily.
- Arrive at school on time (the building opens at 7:45am and your first class begins at 7:58am).
- Have Chromebook fully charged.
- Bring all necessary materials that you will need for your entire day.
- Students will not be changing for PE, so students who have PE will need to dress appropriately.
- Masks must be worn the entire day - except during breakfast and lunch.

- Follow all safety measures put in place - wear your mask appropriately, stay socially distanced whenever possible, follow the arrows in the hallways, wash and sanitize hands thoroughly.
- Phones need to be turned off or silenced and kept in your backpack. They are not to be used unless given permission.

Virtual Learning Expectations

Live “Synchronous” Classes

- Attend your LIVE HOMEROOM meeting each morning (class begins at 7:58am).
- Set up your learning space prior to the start of class.
- Have all necessary materials near you.
- Make sure your chromebook is charged prior to class starting.
- Find a quiet space when attending your live classes and completing your work.
- Attend your live classes or you will be marked absent. If you cannot attend the live classes, have your parent/guardian contact the office.
- Arrive to your live classes on time.
- Arrive to your live meetings with your camera on and your mic muted.
- **Cameras must be on.**
 - If the connection is poor there should be communication between the student and teacher regarding turning off the camera to better the connection.
- Be dressed appropriately and in a location conducive to learning.
- Be prepared to engage in the lesson.
- If you need to step away from your live class please turn off your camera and in the chat communicate that you will be away from the camera.
- Complete any work that you did not complete during the live class.

Non-Live “Asynchronous” Classes

- Follow your daily schedule even when the class is not live to complete your work during your class time.
- Go to Google Classroom/Agenda to see your instruction and work to complete for your class.
- Do your best work when completing your independent work.
- Complete and submit work on time.
- Teachers' schedules no longer include dedicated office hour time. If you have questions on an assignment, type your question in the private comments section of the Google Classroom assignment or email your teacher. Please remember that teachers will also be teaching in-person students when you are home so the responses might not be as prompt as before.

Lockers & Backpacks

No lockers will be used at this time for books or class materials. Students will be allowed to carry a backpack into their classrooms with all their needed supplies.

Lockers may be assigned for larger bulkier items if needed.



Movement throughout the Building

- Students will walk only on the right-hand side of all hallways. We will utilize signage on the floor to encourage proper movement to limit contact, as well as floor signage to encourage 6-foot distancing where possible.
- Staff members will monitor hallways when possible to ensure steady flow of students with no congregation in hallways.
- Students will not be allowed to congregate near lockers or restrooms. Six foot social distancing will be encouraged to the greatest extent possible.

Non-Compliance

Students who continually choose to not comply with our building safety precautions put others at risk. If the non compliance continues after repeated warnings, parents will be notified and the student may be subject to discipline. This may include being moved to the virtual learning cohort.

Phones

Students will be allowed to carry their own cell phones, but they must be silenced or turned off and kept in their backpacks.

Restroom Usage

- Bathroom capacity is limited to three or four students at one time in most restrooms.
- Social distance markings and/or reminders will be placed outside bathrooms.
- Students who are unable to get to the restroom during passing time will be allowed to go during class.

Safety Protocols

- Safety signage in each classroom and upon entering the building
- Hand hygiene instruction
- Education on COVID-19 symptoms
- 6' distancing reminders and floor markings
- Assigned seating in classrooms
- Staggered end of day dismissals
- Maximum of 3-4 students in restrooms at any given time
- Staff PPE
- Contact tracing support

Sanitation, Cleaning and Disinfection Protocols

Each classroom will be equipped with hand sanitation stations. Students are expected to use hand sanitizer upon entering the classroom. After classroom instruction is complete, teachers will ensure a healthy environment by spraying each hard surface with an approved disinfectant that will be allowed to air dry to the greatest extent possible before the next class arrives.

Schools will be cleaned daily, focusing on major touch entry points in common areas such as doorknobs, handles, light switches and soap/sanitizer dispensers. Custodial staff will disinfect using proper cleaning products.

Evening custodial shifts will apply the full standard cleaning of all areas to be ready for the next day.

If a positive COVID-19 case is determined within a school or building, district staff will use an approved deep cleaning process to disinfect any area deemed appropriate by contact tracing processes.

Social Distancing

Students will practice social distancing from the arrival through departure to the greatest extent possible. We will **NOT** be able to maintain 6 foot social distancing in many classrooms and hallways due to the number of students we have returning. There will be social distancing reminders posted throughout the building. Assigned seating will be enforced in classrooms and on school buses. Staggered release schedules will be utilized in an effort to decrease congestion.

Visitors

It is essential to create a healthy and safe environment by limiting potential COVID-19 exposure whenever possible. Our district will be limiting access to visitors and volunteers by appointment only.

If at all possible, we ask that parent/guardian visits with staff be pre-scheduled.

If you are bringing in an item for your child (i.e. homework, lunch, chromebook, supplies, etc.) we ask that you enter into the office and place the item on a table that we will have available for this purpose.

When To Keep Your Student Home From School - Guidelines for the 2020-21 School Year

From the desks of our school nurses

We want to keep all our students in school healthy and ready to learn. Your help is needed in this process. If your child has an illness that is contagious and can easily spread to other students it would be best for them to stay home until they feel better. Here are some basic guidelines to help you decide when your child should stay home. To see the full version of this document and other COVID-related health information please see the [school district website/Our Families/Health Services/COVID Health Information](#).

Feel free to contact us with any questions or concerns,

Jean Winter RN School Nurse
winteje@lodischoolswi.org
District cellphone:(608)438-3100

Rodney Barrow RN, School Nurse
barroro@lodischoolswi.org
Primary School (608)592-3855 ext. 1004

COVID-like symptoms:

Families should keep students home and contact the school if they have COVID like symptoms:

If in the past 24 hours a student **has one** of the following symptoms as new or above their normal baselines:

- Shortness of breath
- Difficulty breathing
- Cough
- New loss of taste or smell

If in the past 24 hours a student has **had at least two** of the following symptoms as new or above their normal baseline:

- Fever or chills
- Muscles aches
- Headache
- Sore throat
- Fatigue
- Nasal congestion or runny nose
- Nausea or vomiting
- Diarrhea (at least 2 times within 24 hours)

In addition, per the Wisconsin and Columbia Department of Health and Human Services, **if any child in your home is exhibiting COVID like symptoms all of the students who attend school at the School District of Lodi that live in your home may not attend school until the ill child and students in your household meet the following criteria.**

If a student has been ill, when can they return to school after having COVID- like symptoms?

1. If they were ill and had a negative COVID-19 test
 - a. Are feeling better/improved symptoms,
 - b. **AND** they have been fever-free for 24 hours without the use of fever-reducing medication,
 - c. **AND** if diagnosed with another condition, they must have completed the exclusion period of the illness they have been diagnosed with.
2. If they were ill and did not have a COVID-19 test
 - a. It has been at least 10 days since symptoms first began
 - b. **AND** they have been fever-free for 24 hours without the use of fever-reducing medication.
 - c. **AND** if diagnosed with another condition, they must have completed the exclusion period of the illness they have been diagnosed with.
3. If they had a positive COVID-19 test
 - a. It has been at least 10 days since symptoms first began or test was taken,
 - b. **AND** they have been fever-free for 24 hours without the use of fever-reducing medication,
 - c. **AND** they have improved symptoms
 - d. All who have been in close contact with this person are quarantined for 14 days.
 - e. Those who live in the same household (close contact) and **continue to have direct contact** with household members start their quarantine for 14 days once the person with a positive test has been at least 10 days since symptoms first began, AND they have been fever-free for 24 hours without the use of fever-reducing medication, AND they have improved symptoms.
 - f. **If you are able to physically separate** (live in a separate room, no shared common living area and either has your own bathroom or are able to disinfect the bathroom after the person with a positive COVID test has used it.), then the 14-day quarantine starts on the last day of contact. This may not be possible with young children.
4. Close contact with someone who has tested positive for COVID-19
 - a. Must complete at least a 14 day quarantine period after exposure. The Lodi School District goes by the gold standard of 14 days for quarantine since we are in a communal setting where 6-foot distancing can not be maintained at all times.
 - b. **Close contact:** An individual is considered a close contact of a COVID-19 positive person if any of the following is true:
 1. were within 6 feet of a positive person for more than 15 minutes total in a day,
 2. had physical contact with the person,
 3. had direct contact with the respiratory secretions of the person (i.e., from coughing, sneezing, contact with dirty tissue, shared drinking glass, food, or other personal items),
 4. lives with or stayed overnight for at least one night in a household with the person.

Student feels ill: COVID-19 Response Protocol

