



# LODI HIGH SCHOOL

## Parent/Guardian/Student Reopening Information



April 19, 2021

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Hello, High School Families.

Our staff has spent a tremendous amount of time and energy preparing for Lodi High School to begin the 4 day a week in-person model of instruction starting on April 19, 2021. This is uncharted territory again for everyone involved, but with you and your student(s) cooperation, we're hoping that the transition back to school will be a smooth and successful one. Just as we did in January when we transitioned into blended learning, this smooth transition back to school starts with the review of materials that we have provided for you, with some of the information being similar to, if not the same, as the material we sent out in January.



**Because many of our students have not been in school for more than a year, it is important that you review this document with your son or daughter.**

As always, if you have any questions or concerns about this transition, please contact me any time.

Take care and stay safe,

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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 608-592-3853 extension 0. We have also added an attendance email that you can use if you prefer, [hsoffice@lodischoolswi.org](mailto:hsoffice@lodischoolswi.org).

- Attendance will be taken at the beginning of every class period for both online and in person students. Both online and in person students who are late to the beginning of class will be marked as tardy. Students more than 20 minutes late to first block, or 5 minutes late to second, third, or fourth block will be marked with an unexcused absence.
- 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 and co-curricular consequences will be applied.
- If you encounter technical difficulties (ie. chromebook issues, internet outage, etc.) please contact the high school office at 608-592-3853 extension 0.

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## Busing, Transportation and Entering the Building

Kobussen will be contacting all families that have chosen the in person model and are in need of bus transportation. LHS will open at 7:40am and students will go directly to their first block class. If your child needs to be dropped off prior to 7:40am please contact the high school administration for prior approval.

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

- A. Student drivers and parent drop off - Front Entrance
- B. Bus drop off and pick up - Gym Entrance  
***Please note that bus riders will be picked up at the high school at the end of the day (3:00pm) and should not walk to the middle school to board their bus.***

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## Exiting the Building

Our goal in staggering dismissal (after 4th block and at 3:00) is to avoid congregating in the commons and to designate certain exits that students should leave out of. Releasing all of the classrooms in the same area at the same time should be a similar level of congestion to our normal passing periods. This is something that we will continue to evaluate for effectiveness through the first week and adjust if needed.

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## Daily Schedule (no change)

<b>1st block</b>	8:00 - 9:20		
<b>Snack Break</b> (Optional)	9:25 - 9:40 (5 min. staggered) Commons, LGI, and gymnasium		
<b>2nd block</b>	9:40 - 11:00		
<b>3rd block</b>	<b>1st lunch</b>	11:05 - 11:45	11:05 - 12:25
<b>Lunch</b>	11:00 - 11:30	<b>2nd lunch</b>	<b>3rd lunch</b>

	<b>East Wing</b> English, Social Studies, Phy. Ed	11:45 - 12:15 <b>Middle Wing</b> STEAM, Science, CTE, Art	12:25 - 12:55 <b>West Wing</b> Spanish, Math, Special Ed, Music
<b>3rd block</b>	11:35 - 12:55	12:20 - 12:55	
<b>4th block</b>	1:00 - 2:20		
<b>Homeroom/ Flex (IP)</b>	2:25 - 3:00		

To limit the number of students in the commons during lunch we will have three lunch periods. **Those students assigned to 2nd lunch will go to their 3rd block for 40 min., report to lunch for 30 min., and then return to their 3rd block class for the remaining 35 mins.**

**Amended Daily Schedule for April 19, 2021**  
(homeroom to start the day)

<b>Homeroom</b>	8:00 - 8:30		
<b>1st block</b>	8:35 - 9:48		
<b>Snack Break (Optional)</b>	9:48 - 10:08 (5 min. staggered) Commons, LGI, and gymnasium		
<b>2nd block</b>	10:13 - 11:26		
<b>3rd block</b>	<b>1st lunch</b> 11:26 - 11:56	11:31 - 12:10	11:31 - 12:44
<b>Lunch</b>	<b>East Wing</b> English, Social Studies, Phy. Ed	<b>2nd lunch</b> 12:10 - 12:40 <b>Middle Wing</b> STEAM, Science, CTE, Art	<b>3rd lunch</b> 12:44 - 1:14 <b>West Wing</b> Spanish, Math, Special Ed, Music
<b>3rd block</b>	12:01 - 1:14	12:45 - 1:14	
<b>4th block</b>	1:19 - 2:32		
<b>IP</b>	2:37 - 3:00 <ul style="list-style-type: none"> <li>Intervention scheduling for the week and review any items not covered from 8-8:30</li> </ul>		

**\*\*All students, with the exception of Seniors that have senior release 4th block and/or Youth Apprenticeship students, will report to Homeroom at 2:37.**

## Food Service - Breakfast, Lunch and Snack Break

\*\*To avoid students eating in classrooms or other areas of the building, all food needs to be consumed in designated areas in the commons and LGI.

### Breakfast

- Limited ala carte items will be offered before school starting at 7:40 am. These items are **not free** and will be charged to the family lunch account.  
\*Free breakfasts will only be offered during our snack break.
- Breakfast will need to be eaten at designated tables in the commons or saved for the daily snack break

### Lunch

- Ala carte items will now be offered daily. These items are **not free** and will be charged to the family lunch account. Please check your account balance and make deposits to cover the costs of these items. NO ALA CARTE PURCHASES WILL BE ALLOWED IF THE ACCOUNT BALANCE IS NEGATIVE.
- Students will not be assigned specific seats, but do need to sit in the specific spots marked throughout the lunch room to ensure social distancing is maintained. Both the commons and LGI will be used for lunch and snack break.
- Students will be expected to stay in their seats until the bell rings for dismissal
- School lunch will consist of a paper bag grab and go lunch (most days include a hot item). The menu will be posted on the district and the high school webpages under “families”.
- Microwaves will be available for student use with cleaning supplies available after usage.

### Snack Break (9:25 - 9:40)

In order for us to avoid students eating in classrooms and in the hallways, which would lead to students removing their masks, a built in 15 minute snack break (9:25-9:40), staggered in five minute increments, will be utilized after students have transitioned to their 2nd block class.

- **East wing (Social Studies, English, Health)**
  - Students with a second block class in the East wing of the building (Social Studies, English, Health) will go directly to the commons after their 1st block if they are interested in eating a snack.
  - Students will sit at the tables in designated spots (any table that is used will be cleaned).
  - All other students will report directly to their 2nd block classes.
- **Middle of the building (CTE, Science, STEAM)**
  - Students with a second block class in the middle of the building (CTE, Science, STEAM) will report to that class and will be dismissed at **9:30** to the commons if they are interested in having a snack.
  - Students will sit at the long tables in designated spots (any table that is used will be cleaned).
- **West wing (Math, Special Ed., Spanish)**
  - Students with a second block class in the West wing of the building (Math, Special Ed., Spanish) will report to that class and will be dismissed at **9:33** if they are interested in eating a snack.
  - They will report to the LGI or eat at desks on the carpeted area of the commons.

- **Physical Education Classes**

- All students in a physical education class second block will socially distance themselves in the gym and eat their snack there.
- They can start their snack whenever they arrive at the gym or at the teacher's discretion.

If a student is not interested in eating a snack, they will stay in the classroom or be allowed to use the bathroom at this time.

**Students will be expected to report directly to their 2nd block class where attendance will be taken unless they are transitioning to the East Wing of the building and are interested in having a snack.**

***If a student is not interested in eating a snack, they will stay in the classroom or be allowed to use the bathroom at this time.***

*Both breakfast (snack break) 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.*

*\*Free school and community meal ordering information can be found on the district website.*

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### **Daily Screener, Close Contact, and Contact Tracing**

**Daily Screener** - Students that will be coming to school in person will be sent a daily COVID screener via their school email and they will be expected to fill this out before they arrive at the HS. If they fail to complete this survey, their 1st block teacher will inform them and they will need to complete it in class.

**Close Contact** - In order to keep students and staff safe, everyone in the building will be expected to follow strict safety protocols. Students should 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

**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 close contacts and Columbia County Health and Human Services. The responsibility of contact tracing is only with accordance to school sponsored activities.

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### **Dress Code Changes**

The LHS dress code was revised for the 2020-2021 school year. The updated dress code can be found by following this [LINK](#) or in the High School Handbook.

Hats and hoods - During our blended learning there have been some students that have been wearing hats or hoods in the building without any repercussions. With more students attending on April 19, we will be enforcing our no hats or hoods policy that is included in our handbook (please see the above link).

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### **Headphones / Earbuds**

Please bring in headphones or earbuds that preferably have a mic attached to them. 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.

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### **Homeroom - (Mondays - 2:25 - 2:35 )**

On Mondays or the first day of the week, students will report to their homeroom (in-person or virtually) to receive their intervention schedule for the week, or if scheduled for that day, complete a Xello (College and Career Readiness) lesson or participate in a SEL (Social Emotional Learning) lesson. All students, both online and in-person, are expected to be in attendance during homeroom on Mondays. Seniors that have senior release after 2nd block and students that participate in youth apprenticeship are not expected to be in attendance, but may have to attend an intervention period during the week if requested by one of their teachers.

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### **Intervention/Flex Period (Mon. - 2:40 - 3:00 & Tues., Thur., Fri. - 2:25 - 3:00)**

- Not including Mondays, all grades can leave after 4th block (2:25) if they are not scheduled for intervention.
- Only students that have the following circumstances will need to be in a classroom during intervention:
  - They are requested by a teacher
  - Have a grade lower than a “C-” in a class
  - They are riding the bus
  - They are waiting to be picked up by a parent or guardian at or after 3:00 pm
  - They choose to be scheduled for intervention period(s)
- Students will receive notification via email on Monday that they have been requested for an intervention period during the week and/or their homeroom teacher will inform them of their schedule.
- Students may not be in the building if they are not scheduled to be in an intervention classroom.

#### \*\*\*Consequences for missing IP

If a student is requested for intervention but fails to report, either online or in-person, it will be considered an unexcused absence, parents will be notified, and school and co-curricular consequences will be applied. If a student continues to habitually skip intervention, high school administration will follow school attendance protocols.

### **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 for a health check and will give a brief summary of why they are being sent to the office.
  - The student will use the hallway entrance to the isolation room for further evaluation
  - If the student is well enough to drive, they may leave the building
  - Families will be notified immediately and must have a plan for having their child picked up within 30 minutes of being notified.
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### **Lockers, Backpacks and Cell Phones**

- No lockers will be assigned or used at this time. Students will be allowed to carry a backpack into their classrooms.
  - Students will be allowed to carry their own cell phones, but they must be turned off and kept in their backpacks.
  - Students will be allowed to bring jackets to classes.
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### **Non-Compliance**

Students who continually choose to not comply with our building safety precautions put others at risk. They will be moved to online learning.

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### **Safety Protocols**

The following safety protocols will be used:

- Safety signage in each classroom and upon entering the building
- Hand hygiene instruction
- PBIS videos - students will view these with their first block teachers on Jan. 19 and Jan. 21
- Education on COVID-19 symptoms
- 6' distancing reminders and floor markings
- Assigned seating in classrooms
- Staggered end of day dismissals (some will leave after 4th block and some at 3:00)
- Maximum of 3 in restrooms
- Staff PPE
- Contact Tracing support

#### **Movement throughout the Building**

- Students will walk only on the right-hand side of all hallways. Schools will utilize signage on walls to encourage proper movement to limit contact, as well as floor signage to encourage 6-foot distancing where possible.
- We will establish one direction hallways (where available) to assist with the flow of student movement when 6 foot distancing can not be achieved when traffic is in both directions
- 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 as these will be roped off



### **Sanitation, Cleaning and Disinfection**

Each classroom will be equipped with additional 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 before the next class arrives.

Schools will be cleaned daily, focusing on major touch entry points in common areas such as doorknobs, handles, elevator buttons, stairwell railings, light switches and soap 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 detailed cleaning and disinfection process in all areas deemed appropriate by the contract tracing processes.

### **Social Distancing**

Students will practice social distancing from the arrival through departure. There will be social distancing reminders posted throughout the building. Unused student desks will be removed to allow six foot distancing between desks. Spaced and assigned seating will be enforced on school buses. Ala Carte breakfasts will be available to purchase, and students will be able to eat in the commons in designated areas before heading to their first block class. Staggered release schedules may be utilized in an effort to decrease crowding.

### **Bathroom Usage**

- Bathroom capacity is 3 students at one time
- Social distance markings and/or reminders will be placed outside bathrooms
- Students who are unable to get to the bathroom during passing time will be allowed to go during class

### **Drinking Fountains**

Please have your child bring a refillable water bottle since all drinking fountains are disabled at this time. The bottle fill stations at the front of the building and gymnasium lobby will be available for students to use.

### **Face Coverings**

Per the School District of Lodi Policy, face coverings are required in district buildings and on all school grounds during district sponsored events. 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 is not always possible in school settings, therefore, students and staff will be required to wear face coverings/masks prior to entering the building. Masks should be two layered and have no vents. These must remain in place, covering both the nose and mouth, unless eating/drinking with social distancing in place.

While eating students should remain in one designated place and not up walking around the room.

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





**\*\*Refusal to wear a face covering will be treated as a dress code violation. Students will be asked to remedy the concern or will be sent home if unwilling to do so.**

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### **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 to appointments 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, gym clothes, etc.) we ask that you enter into the office and place the item on a table that we will have available for this purpose right outside the office in the common area.

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### **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](mailto:winteje@lodischoolswi.org)  
District cellphone:(608)438-3100

Rodney Barrow RN, School Nurse  
[barroro@lodischoolswi.org](mailto: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 have 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 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 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

