

# **Lombardi Middle School**

**1520 South Point Road, Green Bay, Wisconsin 54313  
lombardi.gbaps.org  
920-492-2625  
Lucas Lechnir, Principal  
Dennis Christensen, Associate Principal  
Tim Larsen, Associate Principal**

**Dear Lombardi Families,**

**We are excited to welcome back students into the building with our new onsite blended learning model. In preparation for this, Lombardi staff have been working on protocols and procedures supportive of a safe and engaging learning environment for all students.**

**The following pages contain a lot of information for returning to school. We ask that you take some time to read and review this information with your student prior to their return to school to assist us in a smooth transition.**

**If you have any questions or concerns, please feel free to reach out to the main office at Lombardi Middle School for clarification.**

**Sincerely,**



**Lucas Lechnir**

## IMPORTANT DATES FOR RETURN TO IN-PERSON LEARNING

February 25 & 26	Teacher Work Days Students will work independently from home,
March 1 & 2	Grade 6 - Cohort Group A attends in person
March 4 & 5	Grade 6 - Cohort Group B attends in person
March 8 & 9	Grade 6 / 7 / 8 - Cohort Group A attends in person
March 11 & 12	Grade 6 / 7 / 8 - Cohort Group B attends in person
March 15 - 19	Spring Break - No School
March 22 - 26	All students will be learning virtually.
March 29 Ongoing:	In-person learning resumes in the blended learning model: Cohort Group A - Attends in-person Mondays & Tuesdays Cohort Group B - Attends in-person Thursdays & Fridays

## SCHOOL HOURS

Lombardi Middle School will open at 7:00 AM. Students will be able to enter the building at 7:00 AM. Classes start at 7:30 AM. Please plan accordingly.

## FACE COVERINGS

All staff, students and visitors will be required to wear a face covering when in District facilities, and transported in District vans/school buses. Parents/guardians of students who fall within the Center for Disease Control's guidance for those who should not wear face coverings due to a medical condition, mental health condition, or disability that prevents them from wearing a face covering will need to submit the District's Face Covering Exemption Form. This form can be found on the District website <https://gbaps.org>. Click on the *Parents* tab and then go to the *Forms* section and scroll down to *Medical Forms*. This form will need to be completed by the student's health care provider prior to entering a district facility or riding in a district van/school bus.

Face coverings must fully cover an individual's nose and mouth and be secured with ear straps or otherwise tied so as to prevent slipping. The covering should fit snugly against the face without gaps. Face shields may be worn along with a face covering that covers the mouth and nose.

## MATERIALS DISTRIBUTION FOR STUDENTS REMAINING ALL VIRTUAL

Lombardi Middle School is planning a materials distribution for students who will be remaining all virtual on the following dates:

**Wednesday, February 24 from 12:00 PM to 6:00 PM**

**Thursday, February 25 from 7:30 AM to 3:00 PM**

Enter the front circle drive off of West Point Road and drive up to the front of the building. Please have your child's name and grade written on a piece of paper to assist the workers who will retrieve the materials. If you have any books or items that need to be returned to the school, please have those materials in a bag with your student's name and grade marked on the bag. Face masks are required.



## PARENT PORTAL

We are asking all parent/guardians to please check their Infinite Campus

Parent Portal account to make sure all information is correct and up-to-date. Please check information such as address, phone numbers, emergency contact information and medical conditions. Thank you.

## SCHOOL PICTURES

Ambrosius Studios will be taking student portraits at Lombardi Middle School on the following dates:

Tuesday, March 2- Grade 6 Cohort Group A

Friday, March 5 - Grade 6 Cohort Group B

Monday, March 8 - Grade 7 & 8 Cohort Group A

Friday, March 12 - Grade 7 & 8 Cohort Group B

All students will have their picture taken for their ID card depending on their grade level and cohort group. Masks will be removed for pictures.

Pictures will be available to order online.



\* Scan QR code with your phone or go to **ambrosiusstudios.com**

\* Click on School Photo tab

\* Enter your student's online code. This can be found on the card that your child will be given by the photographer at the time of the sitting. It is the same as their student ID number.

Images will be available to view online three business days after picture day.

## PARENT/TEACHER CONFERENCES

Lombardi Middle School is holding parent/teacher conferences online on the following dates:

**Thursday, February 25, from 3:15 PM to 7:00 PM**

**Tuesday, March 2, from 3:15 PM to 7:00 PM**

**Friday, March 5, from 12:45 PM to 3:15 PM**

Lombardi Middle School will be scheduling conferences online using a program called eduSched. This program allows parents access to schedule conferences and is currently open for parent access. The conference sign-ups will be on a first come, first served basis.

The eduSched program uses your parent contact email address that is on file with the district. If you do not have an email, need to update your email address with the district, or are unable to schedule conference times for your child(ren), please contact the main office at Lombardi at 920-492-2625.

The eduSched web address is:

<https://conferences.gbaps.org>

The first time click on: **Login Problems?** On the next screen you will enter the email address you currently have on record with the district then click **Submit**. Immediately following submission, you will receive an email with a registration link from a **DoNotReply** address. Click on this link to register your account. (Please note, you must click on this link within 24 hours of receiving it.) You will be directed to a page where you will need to enter your new password twice before continuing. After submitting your new password you will be brought directly into your account and from there you may begin scheduling conferences.

The conferences will be held online using Zoom. Please check eduSched a few minutes before your scheduled conference time, then click on the Zoom link found where the Room Number is for your student's conference. The teacher will likely still be in a conference with another family and they will not be able to allow you to join right immediately. Zoom automatically places you in the waiting room. Please wait patiently until the teacher admits you.

Further instructions for the online scheduling of parent/teacher conferences and how to join the virtual conference at the time of the conference can be found on the Lombardi Middle School website at:

<https://lombardi.gbaps.org>



## TRANSPORTATION

Students eligible for busing will receive communication directly from the District's Transportation Office the week of February 22, 2021. Due to COVID and the need for social distancing the District will not be able to offer parent paid contracts for the remainder of the 2020-21 school year.

Students who are eligible for busing from a secondary household need to fill out the dual household request form. Forms, eligibility information and other transportation information can be found on the Transportation page of the GBAPS website. Also, on the Transportation website, check out the "MyStop Bus App". This application tracks estimated arrival times for bus stops.

## COMMUNITY MEALS

The Green Bay Area School District is providing free meals for all Green Bay families. Breakfast, lunch and dinner can be picked up for all kids in a family, ages 1 to 18, at no cost, at Lombardi Middle School on school days between 8:00 AM and 9:30 AM. Please drive up the front driveway of Lombardi entering on West Point Road and exiting on to South Point Road. When picking up meals, face coverings are required.

## SCHEDULE FOR FRIDAY, MARCH 5

On Friday, March 5, there will be classes from 7:30 AM to 12:35 PM. Virtual parent/teacher conferences will be held in the afternoon from 12:45 PM to 3:15 PM.

Lombardi Middle School will follow the schedule of classes as listed below:

### Lombardi Early Release Schedule

Period 1 7:30 - 8:06	Period 1 7:30 - 8:06	Period 1 7:30 - 8:06
Period 2 8:09 - 8:45	Period 2 8:09 - 8:45	Period 2 8:09 - 8:45
Period 3 8:48 - 9:24	Period 3 8:48 - 9:24	Period 3 8:48 - 9:24
Period 6 9:27 - 10:03	Period 6 9:27 - 10:03	Period 6 9:27 - 10:03
Period 7 10:06 - 10:42	Period 7 10:06 - 10:42	Period 7 10:06 - 10:42
Lunch 10:45 - 11:17	Period 4a 10:45 - 11:21	Period 4a 10:45 - 11:21
Period 4b 11:20 - 11:56	Lunch 11:24 - 11:56	Period 5a 11:24 - 12:00
Period 5b 11:59 - 12:35	Period 5b 11:59 - 12:35	Lunch 12:03 - 12:35

# Lombardi Middle School

## School-Wide Matrix



### Respect, Responsibility, and Safety

#### Purpose:

- To provide guidance to Lombardi Middle School staff, students, and parents/guardians regarding safety protocols during a hybrid, cohort model.
- To create equity and consistency across all secondary schools.

#### Rationale:

- During the hybrid model, all secondary schools will be prioritizing protocols with staff, students and parents/guardians for in-person learning while adhering to CDC guidelines and safety protocols.

#### Health Screener

#### Use the app every morning to complete the health screener before arriving at school.

#### Morning Entry Plan

1. Students are to properly wear a clean mask at all times; must cover your mouth and nose at all times.
2. Students will wash/sanitize your hands at the designated stations upon entry.
3. Students arriving on a yellow bus will stay on the bus until 7:10 AM. Bus students will enter through door 6.
4. Students walking or getting dropped off may enter the building starting at 7:00 AM. Students will enter through the main entrance.
5. Students from the city bus will arrive at 7:05 AM and will enter through the main entrance.
6. Students enter the building and get their breakfast if they desire. They will eat breakfast in the cafeteria where we have shields set up and have available seats socially distanced. Students not eating breakfast will report to their first period class.
7. Students then head to their locker and drop off their coats and report directly to the first hour.
8. Backpacks should contain all instruction materials and supplies needed for the day. Make sure you have your computer and charger in your backpack.
9. Students will fill out a google form in their first hour class to determine if they are taking a hot lunch for the day and if they would like a dinner to take home at the end of the day. The dinner is to be picked up in the cafeteria at the end of the day.

	<p>10. Class will start at 7:30 a.m.</p>
<p><b>Attendance: Late Arrival/Early dismissal</b></p>	<ul style="list-style-type: none"> <li>● Students arriving tardy to first period will check in at the security desk for a tardy slip and report immediately to their first period class</li> <li>● Students arriving after the first period will check into Attendance and will be issued a pass to class.</li> <li>● Students will wash/sanitize your hands at the designated station upon entry.</li> <li>● Students leaving early will check out at Attendance and exit at the Main Entrance.</li> <li>● If a student is not feeling well, please call in the absence to the attendance office at (920) 492-2628.</li> <li>● If a student is not feeling well while at school, the nurse will assess their wellbeing in the isolation room and contact families.</li> </ul>
<p><b>Transitions: Passing time/movement throughout the building</b></p>	<ul style="list-style-type: none"> <li>● Mask covers your mouth and nose, at all times.</li> <li>● Wash/Sanitize your hands at the designated stations.</li> <li>● Follow traffic flow markers. Hallways will have two-way traffic, no stopping, standing or grouping. Stairwells will be marked one way. Please move to your next period as quickly as possible.</li> <li>● Social distancing should be followed whenever possible. There is no guarantee of six feet but we are asking students to do their best in the hallways.</li> <li>● Congregating in the commons, hallways, foyer areas or the main entrance is prohibited.</li> <li>● Students can use water filling stations to refill water bottles during passing time.</li> </ul>
<p><b>Exiting the Building</b></p>	<ul style="list-style-type: none"> <li>● Leave the school building immediately at the end of the day.</li> <li>● Follow traffic flow markers.</li> <li>● Social distancing should be followed whenever possible. There is no guarantee of six feet.</li> <li>● Keep your mask on, covering your mouth and nose, until you have left the school property.</li> <li>● Students riding the bus will exit out door 6. Walkers will exit nearest door to their class 7th period classroom</li> <li>● Congregating in the commons, hallways, fieldhouse foyer or the main entrance is prohibited.</li> <li>● City Bus riders report to Room C160 after dismissal and will remain there until dismissed at 3:05 PM to report to the city bus stop. All safety procedures including social distancing and mandatory face masks will be enforced.</li> </ul>
<p><b>Masks</b></p>	<ul style="list-style-type: none"> <li>● Put your mask on when you arrive at school.</li> <li>● Mask covers your mouth and nose, at all times.</li> <li>● Every student will receive two masks with the Lombardi Middle School logo.</li> <li>● Keep your mask on the entire time you are inside the school building.</li> <li>● Avoid touching the front of your mask.</li> </ul>

	<ul style="list-style-type: none"> <li>• Come to school with a clean mask everyday.</li> <li>• Have your mask on while you are on the bus.</li> </ul>
<b>Handwashing</b>	<ul style="list-style-type: none"> <li>• Wash your hands/sanitize your hands at the cleaning stations before you go to your class in the morning.</li> <li>• Wash/Sanitize your hands before you enter or exit any space.</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Use the bathroom closest to your classroom.</li> <li>• Wash your hands before using the bathroom and after.</li> <li>• Maintain physical distancing of six feet apart.</li> <li>• If you cannot maintain social distancing in the bathroom, wait patiently in the hallway until space is available.</li> </ul>
<b>Water Fountain/Bottle Filling Stations</b>	<ul style="list-style-type: none"> <li>• Water filling stations are available throughout the building.</li> <li>• Students are encouraged to bring their own personal water bottle daily. Bottles should be cleaned at home on a daily basis.</li> <li>• Drinking fountains will not be available for drinking directly from.</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• All staff will frequently clean heavily touched surfaces (desk tops, counter tops, door handles, light switches).</li> <li>• Hand sanitizer will be made available for student and staff use in all classroom areas and will be used upon entering and exiting the classrooms.</li> <li>• Social distancing should be followed whenever possible. There is no guarantee of six feet.</li> <li>• Plexiglass dividers have been prepositioned in any areas where six feet isn't easily accomplished.</li> </ul>
<b>Chromebooks</b>	<ul style="list-style-type: none"> <li>• Bring Chromebooks and charging cords to school daily. Charge Chromebooks at home every evening before arriving at school.</li> <li>• There will be a limited number of electrical outlets to charge Chromebooks in classrooms.</li> <li>• Wipe down your keyboard with a disinfectant wipe daily.</li> <li>• Keep your charger in your backpack.</li> <li>• Students must use their district-issued Chromebook at school (not a personal laptop).</li> </ul>
<b>Cell Phones</b>	<ul style="list-style-type: none"> <li>• Cell phones will be turned off completely and placed in students' backpacks at the start of the school day.</li> <li>• Students may not remove the cell phone from their backpack until lunch.</li> <li>• After lunch period, students will turn off the phone completely and put it in a bag until the end of the school day.</li> <li>• The electronics/cell phone policy will continue to apply. <ul style="list-style-type: none"> <li>○ After three documented incidents of cell phone violations, a parent/guardian is required to pick up the phone from the main office.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>● Students will report directly to the cafeteria from their previous class. Students who are eating hot lunch will line up in a socially distanced manner in the hallway in between the cafeteria and the auditorium. Students who brought a cold lunch will enter the cafeteria and find their seat. Students who brought cold lunch will have their lunch in their backpack.</li> <li>● Students will get to pick their table the first day but will keep that table until the grading period ends. The students will have the option to choose to sit at a new table at the start of the new grading period. <ul style="list-style-type: none"> <li>○ Lombardi staff may move students to maintain an orderly cafeteria environment.</li> </ul> </li> <li>● Students will proceed to the first floor cafe to make their food selection. <ul style="list-style-type: none"> <li>○ All meals will be served in the upper cafe including sub bar, homestyle, taco bar, ala carte.</li> </ul> </li> <li>● If students are going to eat in the lower level cafe, students get their meal and then go down the south stairwell to eat. Students will exit up the north stairwell.</li> <li>● A maximum of four students will be permitted to sit at one table.</li> <li>● Masks can be removed while eating. Masks are to be put back on when not eating or drinking.</li> <li>● Tables are marked with spots to sit. Plexiglass dividers have been prepositioned.</li> <li>● Seating charts will be determined on the first day with student input.</li> <li>● Students should remain seated at the table until dismissed by the monitors after throwing away food waste.</li> <li>● Wash/Sanitize hands after lunch and before going back to class.</li> <li>● Social distancing should be followed whenever possible while on campus. There is no guarantee of six feet.</li> <li>● After each lunch period, food service and monitor staff will clean and sanitize tables.</li> </ul>
<p style="text-align: center;"><b>Lockers &amp; Locker Rooms</b></p>	<ul style="list-style-type: none"> <li>● Students will be able to use their assigned lockers to drop off coats and bulky outerwear at the beginning of the day prior to first period.</li> <li>● Students should not be utilizing lockers during each passing time. Students are advised to bring all instruction materials and school supplies with them to each class. Backpacks are permitted in class.</li> <li>● Students will retrieve items from their lockers at dismissal time and exit the building. Lockers will not be used during passing time.</li> <li>● Cell phones will be turned off completely and placed in students' backpacks. Students may not remove the cell phone from their backpack until lunch. After lunch period, students will turn off the phone completely and put it in their backpack until the end of the school day. Cell phone policy will continue to apply.</li> </ul>
<p style="text-align: center;"><b>GYM/Locker Rooms</b></p>	<ul style="list-style-type: none"> <li>● Students will not change into gym clothes. Gym lockers will not be used. Student materials will be placed on the perimeter of the gym floor during class.</li> </ul>

	<ul style="list-style-type: none"> <li>● Personal belongings/backpacks will be stored along the outer perimeter of the gymnasium during class</li> <li>● Gym shoes are to be carried in your backpack and put on once you get into the gymnasium.</li> </ul>
<p><b>Student Services</b></p>	<ul style="list-style-type: none"> <li>● Counselors will call students out of class as needed.</li> <li>● Students can email their school counselor/social worker to arrange a time to meet.</li> <li>● Check in with the administrative assistant just prior to your scheduled appointment.</li> </ul>
<p><b>Visitors and Material Drop Off</b></p>	<ul style="list-style-type: none"> <li>● Visitors will not be permitted into the building until further notice.</li> <li>● If you have materials that need to be delivered to your student there will be a table in the breezeway of our main entrance where you can leave the material with a note. We will have clean pens and paper to assist with the labeling.</li> </ul>
<p><b>Conducting Classes Outside on Campus grounds</b></p>	<ul style="list-style-type: none"> <li>● Students will follow all Covid 19 protocols and procedures are in place including social distancing, wearing face masks at all times, and use of hand sanitizer before and after class.</li> </ul>
<p><b>Virtual Students and Opposite Cohort Students</b></p>	<ul style="list-style-type: none"> <li>● Attendance will be taken at the beginning of each class period.</li> <li>● Students are expected to have cameras on so that the teacher can see that they are present.</li> <li>● The expectation is for cameras to remain on during the lesson focus part of each class when possible.</li> <li>● Teachers will be instructing to the on-site, opposite cohort, and virtual students simultaneously at the beginning of class. Once the lesson focus has been taught a focus on the on-site students will be made by the teacher. Questions that arise from the students who are in the opposite cohort or virtually will be responded to in the chat feature of Zoom and/or addressed in a Google Document specifically created to allow virtual students an opportunity to ask questions.</li> <li>● Many teachers will have a wrap up at the conclusion of the lesson that will involve the opposite cohort and virtual students. If your child is attending a class virtually, please encourage your student to participate the full class period.</li> </ul>
<p><b>LMC Procedures</b></p>	<p><u>A- General :</u></p> <ol style="list-style-type: none"> <li>1. All staff and students who use the library will wear masks.</li> <li>2. All staff and students will practice frequent handwashing and hand sanitizing.</li> <li>3. Social Distancing will be practiced at all locations in the LMC</li> <li>4. Hand sanitizer is available for student and staff use.</li> <li>5. Disposable gloves are available for student and staff use.</li> <li>6. List will be kept of who and when was in the LMC.</li> <li>7. Spare device - No loaners will be given out.</li> <li>8. Students will not be allowed to come into the LMC unaccompanied.</li> </ol>



9. Students may not come to the library for printing. The library can be open to small groups of students who are accompanied by a teacher or para. There will be designated tables for this small instruction.
10. Students may not come to the library during lunch.
11. At this time no students will be denied materials based on fines, lost materials or overdue materials; HOWEVER the number of materials may be restricted.
12. LMC staff will work with teachers for textbook and instructional material check out as needed.
13. All library functions will be based on LMC staffing; **meaning, if staff is out sick, pulled for other reasons, etc. then some services may not be available.**

**B- Technology (Hardware)**

No loaners will be given to on-site students

1. If student did not bring device to school, have student phone home from the classroom. Device can be dropped at the front door. Security monitor will deliver to student.
2. If device cannot be brought, student will use pen/pencil and paper.
3. If the device is not charged, please find someone in the classroom with the same charging cord to use. Wipe down after use.

**C- Technology (Problems)**

**\*First thing to always try: Turn the computer off and then back on.\***

<u>Student is on-site</u>	<u>Student is off-site</u>	<u>Staff, on or off-site</u>
1- Have student complete this <a href="#">form</a> . 2- Library staff will call the classroom with instructions for the next steps. 3- When possible troubleshooting will be done virtually. 4- If needed hardware will be replaced.	1- Student can go to: <a href="https://meet.google.com/lookup/lombardi-help">meet.google.com/lookup/lombardi-help</a> 2- Library staff will be available to troubleshoot. 3- When possible troubleshooting will be done virtually. 4- If needed hardware will be replaced.	1- Try the ideas on <a href="#">this</a> document. 2- If nothing on the document helps, you can: <ul style="list-style-type: none"> <li>• Email library staff</li> <li>• Call library - 36804</li> <li>• Submit a help ticket</li> </ul> 3- When possible troubleshooting will be done virtually.

### Library Material Circulation

#### D- Checkout and return of library materials for students on-site

1. Students request books utilizing the existing forms found on the library [webpage](#).
2. Books will be pulled and checked out to the student.
3. Books will be delivered to students in the ELA classrooms.
4. Books will also be returned in their ELA classrooms.
5. A box will be located in the teacher mailbox area for teachers to drop any returned books.

#### E- Curbside Book Checkout and return for students in virtual learning

1. Students request books utilizing the existing forms found on the library [webpage](#).
2. Parents/students can come during designated pick up times to retrieve their books curbside.
3. Returns can be brought to the front door. Security personnel will gather and deposit in the box near the teacher mailboxes.