

COVID-19 REENTRY: SCHOOL POLICIES/PROCEDURES GUIDEBOOK

Due to the declared health emergency in New Mexico related to the Novel Coronavirus (COVID-19), until further notice the following policies and procedures will be in place at School, in addition to the policies and procedures contained in the School's Student/Family and/or Employee Handbooks, and other School policies/procedures. To the extent that a policy or procedure set forth in this Guidebook conflicts with a policy or procedure contained in the School's Student/Family Handbook, Employee Handbook, or other School policy/procedure, the policy in this Guidebook shall control.

Violation of these policies/procedures may subject students/staff to disciplinary action. Parents/guardians, visitors and other persons who refuse to adhere to School policies and procedures shall be required to immediately leave School premises.

School will abide by all current federal and state public health orders and regulations applicable to public schools and school-related activities. See <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>. To the extent anything herein conflicts with an applicable public health or executive order or adopted regulation, the public health/executive order/regulation shall control. Likewise, this Guidebook endeavors to comply with PED guidance relating to operations during the public health emergency, which guidance may change from time to time. To the extent that anything herein conflicts with PED guidance, as amended, the PED's most recent guidance shall control.

RE: MASKING

Any person entering the School premises, who uses School transportation, or who is participating in or attending a School-related activity must wear a face mask or similar protective face covering, covering the nose and mouth, at all times, except while eating or drinking during allowed times. The School may provide supervised mask breaks for small groups of students outdoors, while maintaining social distancing between individuals. Face masks must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets. The types of allowable face masks include: (1) face masks made of two or more layers of cloth; (2) face masks with a clear plastic window; or (3) surgical, procedural, N95 or KN95 face masks that are approved by the federal Food & Drug Administration for use by staff performing medical duties or similar close contact assignments. The following face coverings are NOT substitutes for face masks: (a) masks with exhalation valves or vents; (b) scarves; (c) bandanas; (d) neck gaiters/neck fleeces; (e) face shields.

The School requests that cloth face masks be washed and dried after each day of use at school, and that masks not be reused without washing.

Students who cannot bring their own face coverings for use at School should notify the front office who will arrange for face coverings to be provided. The School will have a sufficient quantity of masks, as well as PPE (for staff in close contact assignments: any staffing assignment in which a staff member must be within six feet of distance from a student in order to fulfill their duties) on hand prior to students returning for in-person learning, following applicable PED guidance and requirements.

Revised March 11, 2021

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If a student removes the face mask and refuses to wear the mask during required times, then the student will have to be picked up from school and taken home. Students who take off their masks outside of permitted times shall be given a disciplinary warning. After three [specify number of warnings] such warnings, the student shall be subject to further disciplinary measures, including but not limited to required remote learning (if available), suspension or expulsion, depending on the circumstances. School's disciplinary policies and procedures shall apply.

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General Exceptions. This masking requirement does not apply to children under age two or to anyone who has trouble breathing, is unconscious, incapacitated or is otherwise unable to remove the mask without assistance. When wearing a mask would obstruct breathing or exacerbate another medical condition for a student, the student should be seen by a healthcare provider to discuss whether it is safe for the student to be in school during the public health emergency.

Students who do not have and are not eligible for an IEP or 504 Plan MUST wear a face mask in order to attend school in person. The alternative is fully remote learning.

Students with IEPs/504 Plans. Students who cannot wear a face mask and have an IEP or 504 Plan shall meet with the IEP/504 Team to make a determination about possible accommodations based on the totality of needs, including the student's needs and the community's public health needs. In most cases, the IEP/504 team will consider fully remote learning as the appropriate accommodation, per PED guidance. Appropriate school staff shall be convened to explore all options to include the student in whatever activities are feasible, including outdoor learning, in a safe manner to the greatest extent possible while minimizing and mitigating risks and making other possible accommodations. The IEP/504 team may request medical documentation and may determine whether a face shield could be substituted for a face mask. In the event the IEP/504 team allows a face shield to be substituted for a mask, the face shield must be hooded, or start at the forehead, and wrap around the face from ear to ear and extend to the chin. Additional PPE equipment for the student and the staff serving the student shall also be considered. When a student with an IEP/504 Plan cannot wear a face mask due to a behavioral issue, then the IEP/504 team will convene to develop a fully remote learning option and a plan for teaching the student to wear a face covering so that the student may return to in-person learning as soon as possible. Again, staff shall convene to explore all options to include the student in whatever activities are feasible in a safe manner.

School Employees/Staff/Contractors. The face mask requirement is considered a lawful condition of employment during the public health emergency. When wearing a face mask would exacerbate a breathing obstruction or another severe medical condition for the staff member, the staff member will provide medical documentation to support a request for alternate work as a reasonable accommodation, if feasible; these requests shall be treated pursuant to the process for staff requests for a workplace accommodation. Staff who work with students under an IEP/504 Plan wearing a face shield instead of a face mask should wear a face shield in addition to a mask; the school will provide staff in this situation with a medical mask and/or other PPE. The use of a mask is not required by a School employee when in that person's private office with no one else present.

Masking and the Americans With Disabilities Act. Please note that a reasonable accommodation under the ADA may not be required when it would pose a “direct threat” to the School community, or when it presents an “undue burden” involving a “significant difficulty or expense”, as described/set forth in ADA regulations. During the public health emergency, all people’s health and safety must be considered.

Re: SCHOOL-RELATED EVENTS

School-related events, including assemblies, dances, award ceremonies, academic competitions and extracurricular events, may be limited to only the most essential events during this time. The degree to which spectators are allowed at a school-related event is as follows: School’s county in “Red” category – no spectators allowed; “Yellow” category—spectators allowed at up to 25% capacity of the outdoor venue; no spectators for indoor venues; “Green” category – spectators allowed at up to 25% capacity of indoor venue, 50% capacity of outdoor venue; “Turquoise” category – spectators allowed at up to 33% capacity of indoor venue, 75% capacity of outdoor venue.

COVID-safe practices such as social distancing and mask wearing are required at all school events, wherever located. There shall be no selling or serving of food or drinks at school events.

Singing at or playing wind instruments at an indoor event is prohibited.

Re: CAMPUS ACCESS, HEALTH SCREENING AND SELF-ISOLATION PROCEDURES

Other than during school-related events (e.g. assemblies, dances, award ceremonies, academic competitions, extracurricular events, etc.), access to School buildings by nonessential visitors and volunteers shall be restricted during this public health emergency. Visitors/volunteers seeking access to campus must contact the School’s front office by telephone (505-310-4194), before any access to campus is allowed. Visitor/volunteer access to campus is at the discretion of the School’s Head Administrator.

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Screening.

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The School shall maintain a daily log of all visitors entering the School who are not students at the School, or a School employee. The name, telephone number, and date of entry shall be logged for each such person. The daily log shall be retained for four (4) weeks and shall be maintained, monitored and secured by Brandy Avila. Visitors may be temperature-checked and/or asked COVID-screening questions as part of the School’s discretion regarding campus access during this time.

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Self-Isolation/Quarantine Procedures. Any person who is denied access to School premises or in-person events because of the results of the screening herein or as required by the State of New Mexico, OR any person experiencing any symptoms of COVID-19, shall be required to do the following before further attempting to access School premises or in-person events:

- (a) Engage in a period of self-isolation/quarantine at home;
- (b) Obtain a test or tests for COVID-19 in accordance with New Mexico Department of Health (DOH) protocols and disclose the results of the test to the School’s Head Administrator, which

- results shall be kept in confidence by the School to the extent such does not conflict with orders and directives of the DOH and/or New Mexico Public Education Department (PED); and
- (c) Attend School from home, or work from home to the extent that work can be performed remotely with the permission of the Head Administrator. Any School employee engaged in a period of self-isolation required under this Policy/Procedure who is not able or permitted to work from home shall use annual and sick leave or, if eligible, leave under the Emergency Paid Sick Leave Act, as amended/extended.
 - (d) If the result of the COVID-19 test is NEGATIVE, you may return to the school site 24 hours after you no longer have symptoms and have been fever-free without medication. If the result of the COVID-19 test is POSITIVE, you must stay home until you are released from isolation (10 days after symptom onset, 24 hours fever free, and improving symptoms). See Confirmed COVID-19 Cases and "Close Contacts", below.

Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an employer must report the positive test to the NMED's Occupational Health and Safety Bureau. The report can be made by email to NMENV-OSHA@state.nm.us, by phone to (505) 476-8700, or by fax to (505) 476-8734. School will comply with this directive for employees with a known COVID-19 positive result.

School shall adhere to DOH and/or PED guidelines and shall work with state and local health officials to have a plan with respect to contact tracing.

Paperwork/records relating to employee/student COVID-19 screening, testing, diagnosis and related documentation shall be maintained by School Administration in confidential, segregated, locked files as medical records.

RE: STAFF SURVEILLANCE TESTING.

To identify unrecognized COVID-19 cases and reduce exposures in the public school population, PED in partnership with NMDOH requires a statewide surveillance testing program for faculty and staff who are physically working at a school providing in-person student services, including small-group special education services and athletics. The purpose of surveillance testing is to detect COVID-19 outbreaks as early as possible by screening asymptomatic staff. The School will participate in and cooperate with that program as required by PED/NMDOH. A 5% surveillance testing requirement is required for on-site faculty and staff each week when the School's county is in the "turquoise" category. A 12.5% surveillance testing requirement is required for on-site faculty and staff each week when the School's county is in a "green" or "yellow" NMDOH category. The surveillance testing requirement is 25% weekly for on-site faculty and staff when the School's county is in the "red" category. Access to testing will be provided at no cost to staff under this program. The School has designated a COVID-19 Point Person ([Eric Crites](#)) to identify staff to be tested, to coordinate staff attendance at testing, and to track the number or staff tested on a weekly basis. Reporting to NMDOH and/or NMPED shall be as required by NMPED/NMDOH.

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Asymptomatic staff who have not been exposed to COVID-19 and who participate in surveillance testing are not required to self-isolate/quarantine from specimen collection until their results arrive. However, asymptomatic staff who test positive for COVID-9 must self-isolate for 10 days, counted from the date of specimen collection. Staff who have tested positive for COVID-19 are exempt from surveillance testing for 90 days from when they last tested positive. COVID-19 vaccinated individuals who are otherwise eligible to participate in surveillance testing should participate in surveillance testing. COVID-19 vaccination will not cause a surveillance test to have a positive result.

Individuals who provide evidence of full COVID-19 vaccination are not required to participate in surveillance testing.

Re: IF YOU FEEL SICK

If you or your student feel unwell before school or work, you/your student must stay home and follow attendance notification requirements.

Students/staff with mild non-specific COVID-19 symptoms such as headache, runny nose, diarrhea, etc.:

Staff should get tested for COVID-19 and should remain in isolation until the results are available. A negative test result will discontinue the isolation and the staff member shall return to school, provided that their mild non-specific symptoms do not interfere with their ability to work at school.

Students with chronic, mild non-specific COVID-19 symptoms should have their symptoms assessed by the school nurse, their health care provider or their parents/guardians. If there are no changes in symptoms from the baseline state, students need not be tested and may participate in school. If the student has a change in symptoms from their baseline as assessed either by a parent/guardian, school nurse or health care provider, then the student should be tested for COVID-19 and shall self-isolate until test results are available. A negative test will discontinue the isolation. If a student has a change in their baseline state and the student does NOT get tested, the student must self-isolate for 10 days and be fever-free without fever reducing medication for 24 hours and have improving symptoms before returning to school.

Students/staff with allergies, asthma, or other non-infectious disease which may present with mild non-specific COVID-19 symptoms should contact their primary care provider. Staff members may be required to provide to administration a memo from their health care provider stating that present non-specific mild symptoms do not differ from the staff member's baseline, and indicate that the staff member may return to school without being tested for COVID-19.

If you have COVID-like symptoms (fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea), you must stay home from school/work and get tested for COVID-19. If the test result is NEGATIVE, you may return to school after 24 hours fever-free provided that any remaining symptoms do not interfere with the ability to work at school, **unless** you have had a known exposure to

COVID-19, in which case you must quarantine for the full 10 days regardless of a negative test. If the test result is POSITIVE, the procedure for Confirmed COVID-19 Cases, below, will be followed. Students/staff with suspected or confirmed cases of COVID-19 may not return to campus/in-person activities until they demonstrate to the School that they have met NMDOH criteria to discontinue home isolation.

If you have COVID-like symptoms after receiving the COVID-19 vaccination:

If you have injection site pain, swelling or redness, only: self-isolation not recommended.

If you have cough, shortness of breath, runny nose, sore throat and/or loss of taste/smell: self-isolate and get tested for COVID-19.

If you have a fever of 100 degrees F or higher, fatigue, headache, chills, myalgia, and/or arthralgia: self-isolate until all of the following have been met: i) you feel well enough to perform normal activities, AND ii) your fever has resolved, AND iii) you experience no additional COVID-19 symptoms. Self-isolate and get tested for COVID-19 if symptoms are not improving or if they persist for more than three days.

A negative test result after vaccination will discontinue the isolation and the student/staff member may return to school provided that the symptoms do not interfere with the ability to work at school.

Students/staff who become unwell while at School must do the following:

- Students must notify a staff member that they feel unwell. Staff must notify Administration.
- Persons who feel unwell on campus shall immediately be taken to an isolation room or area to separate them from others. School healthcare staff shall conduct COVID-19 screening procedures and use Standard and Transmission-based Precautions when caring for persons who feel unwell on campus. See <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf> or current guidance
- Parents/guardians will be called to pick up their student immediately. Employee emergency contacts will be called to pick up the employee immediately. If circumstances appear to require immediate healthcare, the School shall call for ambulance transportation to a healthcare facility. Ill students/employees shall not be allowed to drive themselves home.
- Students/staff feeling unwell at school with symptoms consistent with COVID-19 are required to seek and obtain testing for COVID-19 at the earliest opportunity and, for the safety of others, to inform the School of the date(s) of testing and the results of any testing. School shall maintain confidentiality consistent with the ADA and other applicable federal and state privacy laws.
- Students/staff with suspected or confirmed cases of COVID-19 may not return to campus/in-person activities until they demonstrate to the School that they have met NMDOH criteria to discontinue home isolation.

RE: CONFIRMED COVID-19 CASES; “CLOSE CONTACTS”

- Confirmed COVID-19 positive individuals who are members of the school population must notify the School immediately of that result, and the date of the test. Notification should be provided to: Brandy Avila at 505-310-4194.
- Confirmed COVID-19 positive individuals shall be isolated immediately if they are on school grounds or at a school-related activity at the time they are notified of positive testing, and shall be sent home. Students/staff who are confirmed infected individuals must participate in an online or remote-only program until they have completed their period of home isolation and are cleared to return to school, see below.
- Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an employer must report the positive test to the NMED's Occupational Health and Safety Bureau. The report can be made by email to NMENV-OSHA@state.nm.us, by phone to (505) 476-8700, or by fax to (505) 476-8734. School will comply with this directive for employees with a known COVID-19 positive result.
- Within six (6) hours of learning of a confirmed positive COVID-19 case at the school site, the school will notify families and staff that a positive case has been identified at the school site (notification to the school community is only required if the positive case was on campus while infectious), using the NMPED's COVID-19 Positive Case Letter form. Within four (4) hours of learning of a confirmed positive case at the school site, the school will notify families and staff who constitute close contacts (as defined by NMPED) of the infected individual in writing of the requirement to quarantine for 10 days from the last exposure. The School shall not specifically identify the infected student/staff member in any of these notifications. NOTE: If the positive individual was not at school from two days prior to symptom onset (or if asymptomatic, two days before the specimen leading to the positive test result was collected) through the isolation period, there is not a school exposure and there is no need to notify the school community, per NMPED.
- School administration shall follow NMPED, NMENV and NMDOH protocols with respect to reporting to/notifying those entities of a positive result at the school site or within the school population. Reporting of positive cases of COVID-19 to NMPED shall be made within 4 hours of notification (students and/or staff) and to NMENV within 4 hours of notification (staff).
- The School may share information relating to the infected individuals with NMPED and/or NMDOH and/or other appropriate parties, consistent with applicable FERPA exceptions.
- If a confirmed positive individual resides with any other students or employees at other schools, the school will share the confirmed positive case information among the appropriate schools through their COVID-19 Points of Contact so that impacted students and staff are quarantined.

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Commented [s1]: Note: The six-hour timeframe comes from p. 6 of the 3/8/21 Toolkit “Rapid Response” document. Please note that p. 5 of the same Toolkit indicates a 4-hour timeframe to notify families. This discrepancy requires clarification by PED. For now, we have used the 6-hour timeframe.

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- **COVID-19 confirmed positive individuals with symptoms must self-isolate for ten (10) days from the onset of symptoms and be fever free for 24 hours without fever reducing medication and until symptoms are improving before returning to the school site/school activities; asymptomatic COVID-19 confirmed positive individuals must self-isolate for 10 days from the date of the specimen collection leading to the positive test before returning to the school site/school activities.**
- **Siblings and household members of a COVID-19 confirmed positive individual should quarantine during the positive individual’s isolation period and for an additional 10 days afterward. It is also recommended that they are tested for COVID-19.**
- **Close contacts at School** (someone who came within six feet of a confirmed COVID-19 case for longer than three minutes, with or without a face covering, or who was within the same classroom as a confirmed COVID-19 case, or who was on the same bus as the confirmed case) must quarantine for **10 days; staff must get tested.** The School will notify close contacts of the requirement to be tested for COVID-19 (staff) and the recommendation to be tested (students), and the requirement to quarantine for 10 days (staff and students), within 4 hours of learning of a confirmed COVID-19 case within the school population.
 - Testing for COVID-19 is only required for staff members identified as “close contacts” of a confirmed COVID-19 case; testing is recommended for students who are “close contacts” of a confirmed case.
 - Testing for close contacts should happen 7-10 days into quarantine, or at onset of symptoms. A negative test for a close contact of a COVID-19 positive individual does not end the quarantine period.
 - Students and staff who are close contacts shall participate in an online-only program until they have completed their 10-day quarantine.
 - Even if a close contact’s COVID-19 test is negative, the 10-day quarantine must be adhered to.
 - Once the 10-day quarantine period for close contacts is completed without symptoms, the close contact staff member/student may return to school; a negative test is not needed in order to return.
 - Individuals who are fully vaccinated against COVID-19 and who have had close contact with a COVID-19 infectious individual are not required to quarantine if they meet the following criteria:
 - Are fully vaccinated (i.e., greater than two weeks following receipt of the second dose in a two-dose series, or greater than 2 weeks following receipt of one dose of a single-dose vaccine);
 - Are within 3 months following the receipt of the last does in the series;
 - Have remained asymptomatic since the current COVID-19 exposure.

Close contacts away from School: Students and staff must notify the Head Administrator if they live with, or know that they have been exposed to, others who have tested positive for COVID-19.

The School will keep this information in confidence to the extent such does not conflict with

orders and directives of the NMDOH and/or PED. If a School student or employee who is not fully vaccinated (as described above) is determined to have had the equivalent of “close contact” (see above) with any confirmed COVID-19 positive person outside of school, including a household member, during the positive person’s infectious period, the employee shall get tested (students are recommended to get tested) AND the student/employee shall engage in a ten (10)-day quarantine period from the last date on which the infected case is likely to have been infectious (as defined/determined by CDC/NMDOH), before returning to the School and/or participating in School-related in-person events. Test dates and results shall be reported to School administration. The School may seek confirmation of the contact’s/household member’s positive COVID-19 testing and nature of the contact for staff members.

Staff/students who are **not** within the definition of “close contacts” of confirmed COVID-19 cases should continue to come to school.

Re: TRAVEL

Travel. School employees shall not travel out of state for School-related business until further notice.

To minimize risk of exposure, all students, families, and School employees are strongly discouraged from traveling out of state on personal business. Any School employee who engages in personal out of state travel shall report the nature, extent, and details of the travel to the Head Administrator before traveling or, if advance notice of the out of state travel is not possible because of unforeseen, emergency circumstances, as soon as possible after the travel begins. It is recommended (but not required) that any student or employee who engages in or returns from out of state or international travel shall engage in a 10-day period of quarantine upon return to New Mexico before returning to the campus or attending in-person School events, whether or not they are exhibiting any health symptoms. Staff quarantining after out of state travel for personal business shall not be eligible for paid sick leave pursuant to the Families First Coronavirus Response Act, or any similar successor federal or state legislation.

Commented [S4]: Technically, the Governor has rescinded the Do Not Travel order and mandatory quarantine. However, you may want to prohibit School-related out of state travel for your employees to minimize risk.

Commented [S5]: For staff going out of state on personal business, you will need to determine whether or not you will allow them to use any federal leave time (i.e. FFCRA) to be used for quarantine, or whether they will be required to use their accrued personal/sick leave time. [Note that FFCRA expired 12/31/20 but may be reenacted]

Re: SCHOOL FACILITY CLEANING/CLOSURE

Cleaning. All School facilities and buildings operated by the School must be maintained in accordance with the guidelines issued by the New Mexico Department of Health and CDC for the cleaning and disinfection of public facilities and schools during the current public health emergency. Staff shall be required to keep and provide daily checklists or similar verification that facilities have been cleaned in accordance with all applicable DOH guidelines. Staff further shall comply with any/all cleaning/maintenance requirements that may be issued by the New Mexico Public School Insurance Authority (NMPSIA), NMENV, and/or OSHA.

Closure of Impacted Areas. School site areas impacted by a confirmed COVID-19 positive case shall be closed, cleaned and disinfected in accordance with NMPED Rapid Response Team, NMDOH and CDC guidelines. In consultation and partnership with the NMPED and NMENV, the school will determine when it is safe to reopen the portions of the school facilities impacted by the initial closure. Decisions to reopen
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those facilities will be based upon appropriate completion of required action steps related to the positive case.

Re: SOCIAL DISTANCING ENFORCEMENT

Social Distancing. All large group gatherings shall be avoided on School premises or during School-related events, to the extent feasible. Students are required to follow the instructions of School staff regarding social distancing, the goal of which is to maintain 6 feet between individuals, wherever/whenever possible.

Students/staff/essential visitors must follow signs and instructions regarding entering/exiting buildings, and flow paths. Teachers shall develop and maintain seating charts that ensure social distancing requirements are maintained and that limit the number of student interactions.

Where possible/practical, meetings/conferences shall be held virtually or in small groups with maximum social distancing.

Re: SHARED MATERIALS

Students and staff should wash and/or sanitize their hands before and after using shared textbooks, school equipment, educational materials, etc.

Re: SINGING/WIND INSTRUMENTS AT SCHOOL

The School and its staff/students shall follow the requirements and restrictions relating to singing and playing wind instruments at School, as set for the by the NMPED, during this time. Sharing of wind instruments is prohibited. Students must each have their own instrument-specific multi-layered cloth mask for singing or playing a wind instrument, and an instrument-specific multi-layered cloth bell cover for playing wind instruments. Students are solely responsible for cleaning and maintaining their masks and bell covers.

Singing or playing wind instruments indoors may only be done alone, in a practice room. Students in a practice room shall be appropriately supervised by staff outside the practice room. Practice rooms shall sit empty for at least one hour after a practice session. Singing together, or playing of wind instruments together, may only be done outside. Enhanced social distancing of 9 feet shall be maintained while playing wind instruments and while singing, and 6-foot social distancing shall be maintained at all other times in music-related education. Sanitation spray shall be available for students to clean and disinfect music instruments.

Re: TRANSPORTATION

Transportation. All drivers, attendants, staff and students must wear face masks covering nose and mouth on School-provided transportation. Students will be assigned to certain seating. Where possible, school buses shall be used to transport students, rather than student activity vehicles. To the greatest extent Revised March 11, 2021

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Deleted: [Elementary only]: Students who rest or nap at school must not wear masks during rest breaks and must maintain social distance. Student rest mats must be spaced six feet apart and placed head-to-toe. Students shall be supervised by adults during rest breaks. ¶

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Commented [S6]: References to wind instruments may be omitted if you do not have a wind instrument program

Commented [S7]: Assigned seating now recommended, not required.

possible, a maximum of two students may sit together on a bus seat. If student activity vehicles must be used, only one student per bench seat is permitted, and students in the vehicle should be staggered to students are not seated directly in front of or behind each other. Windows in the student activity vehicle should remain open at all times. Hand sanitizer will be provided and required upon entry and exit. School vehicles shall be thoroughly cleaned and disinfected before and after each use. Bus drivers and assistants must implement social distancing rules and require students to be six feet apart at bus stops, to the greatest extent possible. The same rules apply to athletic/student activity trips.

Commented [S8]: Cleaning/disinfection, and social distancing at bus stops, recommended by PED but not required

Students and staff using School-provided transportation will be screened for symptoms of illness prior to entering the school vehicle.

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Commented [S9]: Not required

Parents are strongly encouraged NOT to carpool, and to transport only their student(s) to and from school. If students must carpool with members not in their household, all persons in the car should wear masks and should distance themselves in the vehicle to the maximum extent possible.

Student pickup/dropoff must follow School protocols relating to staggered entry and release periods, and marked spacing for pickup/dropoff.

Re: POPULATIONS WITH UNDERLYING MEDICAL CONDITIONS

Students and employees with underlying medical conditions as defined by the CDC, <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html> staff and students defined as “high-risk” pursuant to 6.12.14.7 NMAC, and/or employees over the age of 65 and/or those who live with someone who is in a high-risk category, should contact Eric Crites prior to the start of school, or as soon as reasonably possible, to discuss any concerns or issues about returning to on-campus instruction. School will maintain such discussions and documentation in confidence and in segregated, locked files as medical-related records and information. Student accommodations and modifications will be addressed pursuant to IDEA, Section 504, and/or ADA procedures.

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Staff with high-risk medical conditions are exempt from in-person learning until reaching full protection from the vaccine (two weeks after the second shot of a two-dose vaccine; two weeks after the single shot of a one-dose vaccine). Personnel accommodations shall be addressed in compliance with ADA and OSHA requirements; the School will consider formal requests for high-risk staff to continue working remotely and/or for alternative work assignments, and shall address the circumstances of personnel who live with someone who is in a COVID-19 high risk group. See also *Emergency Paid Sick Leave and Extended Family Medical Leave Policy*. The School aims to be as flexible as possible in making alternative arrangements for both students and staff, in accordance with law.

Re: FIELD TRIPS

Until further notice, School field trips necessitating vehicular transportation to indoor or outdoor locations will be curtailed or severely limited, and are at the discretion and prior approval of the School’s Head

Administrator. Walking field trips to outdoor locations where social distancing can be maintained may occur, subject to prior scheduling and approval by School administration and parents/guardians.

Commented [S11]: New toolkit does not address; it seems you have some flexibility/discretion here

Re: MEALS/FOOD ON CAMPUS

To maintain social distancing and reduce the risk of virus transmission, breakfast and lunch for all students may be served in classrooms, outside (as safe and appropriate), and in other large spaces in which students can maintain safe distances. Any food served in the cafeteria shall be staggered by classrooms/grade levels to reduce the number of students in the cafeteria at any one time. To the greatest extent possible, students should sit on only one side of a table in the cafeteria and maintain greater than six feet of distance from others.

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During mealtimes on campus, students and staff are required to maintain social distancing requirements and to wear masks when finished with their meal. Cleaning/disinfection of tables, high-touch surfaces and school meal sites will be conducted throughout the day.

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Re: EXTRACURRICULAR ACTIVITIES

School shall follow the current NMAA guidelines regarding extracurricular activities, including school sports, as updated periodically by NMAA. Coaches and staff shall be included in COVID-19 surveillance testing.

Any student who has had a COVID-19 infection must complete the self-isolation period and then receive medical clearance from a medical professional using the appropriate medical clearance form before returning to participation in an NMAA-sanctioned activity. Students who have had COVID-19 infection and have received clearance for participation must continue to follow the protocols given for return to activity.

Re: ATTENDANCE FOR SUCCESS

Students are expected to attend in-person or remote instructional programs, as provided by the School, each day. Students opting for one mode of instruction will not be allowed to switch to the other without advance permission of and discussion with the School's Head Administrator. Students who must quarantine or self-isolate pursuant to COVID-related requirements may ask to attend school remotely during quarantine/self-isolation, to the extent feasible; arrangements should be made through the School's Head Administrator. Attendance will be officially recorded and reported to PED, whether the student is online or in-person. The school further will track online participation, as well as attendance. The New Mexico Attendance for Success Act requires that districts and charter schools provide interventions to students based on the percentage of absences students have accrued.

Deleted: Re: RECESS
Time for recess shall not be reduced or eliminated, and withholding of recess shall not be used as a student disciplinary measure. Students must utilize masks, and maintain social distancing requirements, during recess. Playground equipment shall be regularly cleaned and disinfected.
[Add School-specific recess provisions]

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Commented [S13]: This highlighted provision is not required by the Toolkit/PED guidance, but you may wish to anticipate requests for kids to be able to continue classwork online if quarantining

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ATTENDANCE FOR SUCCESS

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Act requires that districts and charter schools provide interventions to students based on the percentage of absences students have accrued.

Excused Absence Procedures:

Parents/guardians may excuse their student’s absence by calling or emailing by 12p.m. (noon) the day of the absence. Students are allowed 5 (five) parent-excused absences per class per semester. Absences beyond the 5th will be marked “Remote Parent Excused Over the Limit” (RPEO) indicating that the five parent-excused absences have been exceeded.

To report absences: email: attendance@nmschoolforthearts.org phone: 505-310-4194 x101

Unexcused Absence Procedures:

A “Remote Unexcused Absence” (RU) means an absence from classes for which the student does not have permission from their parent or guardian. NMSA rules provide that a student’s absence will be recorded as “Remote Unexcused” if a student is more than 15 minutes late.

The following processes will be followed accordingly:

<u>Step #</u>	<u>Qualifier</u>	<u>Required Actions</u>
<u>#1</u>	<u>1st RU or RPEO per class</u>	<u>A staff member will be in contact with the student to discuss attendance expectations, supports and next steps.</u>
<u>#2</u>	<u>2nd RU or RPEO per class</u>	<u>A member of NMSA Student Support Team will be in contact with the student and family to discuss attendance expectations, supports, assigned Working Wednesday, and next steps.</u>
<u>#3</u>	<u>3rd RU or RPEO per class</u>	<u>The counselor will contact the student’s parent/guardian(s) to discuss attendance expectations, supports, assigned Working Wednesday, and next steps.</u>
<u>#4</u>	<u>4th RU or RPEO per class</u>	<u>An attendance meeting will be scheduled between the counselor, parents/guardian(s), principal, and student to develop a corrective action plan that clearly identifies attendance expectations, supports, and next steps including, but not limited to, assigning Working Wednesday attendance.</u>

#5	6 th RU or RPEO per class	An attendance meeting will be scheduled between the counselor, parents/guardian(s), principal, and student to revisit and revise the corrective action plan that more clearly identifies attendance expectations, supports, and next steps including, but not limited to, assigning Working Wednesday attendance. Compulsory School Attendance Law interventions may be initiated. (Note: NMSA is required by law to report absences totaling 40 unexcused absences)*
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Tardy Procedures:

All students are expected to be in class by 9:10. "Remote Unexcused Tardy" (RTU) is defined as arriving in the virtual classroom after 9:10. A parent/guardian may excuse a tardy by calling the front office, emailing, If a student is late because of a medical appointment see "Medical Notes" below. An excused remote tardy will be marked as an "RT" in PowerSchool. Students are allowed 5 Remote Excused Tardies per class, per semester. Tardies beyond the 5th will be marked "Remote Excused Tardy Over the Limit" (RTO) indicating that the five parent-excused tardies have been exceeded.

Unexcused Tardy Procedures:

A Remote Unexcused Tardy means a student arrives to class after 9:10 and within 15 minutes of the start of class.

The following processes will be followed accordingly:

Step	Attendance Marking:	Actions:
#1	2 nd RTU or RTO in any class	A staff member will be in contact with the student to discuss attendance expectations, supports and next steps.
#2	3 rd RTU or RTO in any class	A member of our Student Support Team will be in contact with the student and family to discuss attendance expectations, supports, and next steps.
#3	6 th RTU or RTO in any class	An attendance meeting is scheduled between the counselor, parents/guardian(s), principal, and student to develop a corrective action plan that more clearly identifies attendance expectations, supports, and next steps including, but not limited to, assigning Working Wednesday attendance.
#4	9 th RTU or RTO in any class	A letter is emailed to the parent and student. A meeting between the counselor, parent/guardian, and student will be scheduled to develop a corrective action plan to address the student's unexcused tardies. The student will be assigned three (3) morning detentions during office hours (8:30-9:00*).

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Partial Day Procedures:

Students are expected to attend both the academic and arts block each day. Students should not be absent from the academic block alone, and then arrive to attend the arts block. Students may not attend the academic block alone, and then leave for the arts block. Exceptions will be made for documented appointments or other legitimate reasons that a student must miss only part of a school day.

Medical Note Procedure:

Students missing class due to a medical appointment, should provide an email from the healthcare provider. Once the note is received the absence will be coded as "RM".

If campus is closed, and remote-only instructional model is implemented due to emergency, attendance shall continue to be taken and reported to the NMPED, pursuant to this policy and the Attendance for Success Act. Students will be expected to participate in remote learning during any campus closure period(s) as scheduled.

Failure to attend and/or participate in instructional classes and school programs shall result in processes being implemented pursuant to the School's Attendance Policy and the Attendance for Success Act (see student/parent handbook). Meetings that need to be held with parents/guardians pursuant regarding attendance may be held via videoconference or teleconference in lieu of in-person.

Medical and other excused absences: Absences due to medical conditions may be excused absences if the status of the student is disclosed to appropriate school personnel and if relevant documentation is provided as per the existing School attendance policies. Students will be allowed to make up schoolwork missed due to excused medical absences. Excused medical absences, including medical absences for students on 504 plans and students who are expectant or parenting, are included when determining students' attendance intervention tiers. However, for students who are excessively absent (students missing 20 percent or more of class periods or school days), additional excused medical absences need not be considered when determining whether a student must be referred to the probation services office.

Optional Online-Only program: For optional online instructional programs that the school may employ to better meet the needs of some families, and in which families may choose whether or not to participate, attendance will be regularly taken and reported for program participants, and students will be supported with appropriate interventions in accordance with the Attendance for Success Act.

Please contact Chelamia Quintana at 505-310-4194 if you/your student requires assistance with remote participation/engagement methods.

If campus is closed, and remote-only instructional model is implemented due to emergency, attendance shall continue to be taken and reported to the NMPED, pursuant to this policy and the Attendance for

Deleted: [Here is where you describe how you will determine when and how an online student is absent. If you are using a synchronous delivery system, this will likely entail the teacher visually or aurally tracking the student. If asynchronous delivery, you will need to describe how attendance will be tracked daily. If you have students without internet/computer access, you may need to devise creative means of tracking attendance/participation, such as call-ins. Note that the ASA requires that attendance be tracked and recorded/reported on the basis of EACH SCHOOL DAY (24-hour period)]¹
[Here is where your school describes how you will address any lack of access to internet/computer, etc. and provide alternatives, such as calling in, arranging for an alternative activity that doesn't involve synchronous learning, etc.]

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Success Act. Students will be expected to participate in remote learning during any campus closure period(s) as scheduled.

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Re: STAFF TRAINING

All school personnel and contractors shall follow guidelines in current statewide public health orders. All staff and contractors shall be trained in local and state rules regarding health and safety procedures, such as appropriate use of PPE and procedures for when school personnel or students exhibit symptoms of COVID-19.