

## ESTANCIA MUNICIPAL SCHOOLS

P.O. Box 68 / Estancia, NM 87016

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Superintendent

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# Reentry Parent Handbook September 13, 2021



Estancia Municipal Schools is committed to offering rigorous instructional programs delivered by caring professionals who prioritize student learning, student emotional wellbeing, and relationships with students and parents. As we move through these uncharted waters, we are dedicated to excellence in all our planning, teaching, and daily interactions with the students and parents in our community.



### CDC Guidelines

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

### American Academy of Pediatrics Covid 19 Guidance for Safe Schools

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Estancia Municipal Schools Board of Education:  
Randol Riley – President, Elaine Darnell – Vice President, Lee Widner – Secretary,  
Kendra Otis – Member, Keith Sandy - Member  
*“Good Schools Make Fine Communities Better”*

# NM Public Education Dept Reentry Plans

## Guiding Principles

The guiding principles of the of the New Mexico Public Education Department (NMPED) are to

- Keep students and the community safe through the implementation of nationally recognized COVID-safe practices (CSPs), and
- Prioritize in-person learning.

The purpose of the updated COVID-19 Response Toolkit is to provide a framework, when implemented, that will allow for students and staff to safely return to in-person school for the 2021–2022 school year as the COVID-19 pandemic continues to disrupt the lives of New Mexicans. The NMPED recognizes the importance of in-person public-school learning for the academic, social and emotional growth of students as well as for the livelihood of families and the economic growth of the community.

Schools are encouraged to supplement the requirements of the Toolkit with any additional CSPs that, based on the conditions of the COVID-19 virus locally, are required to keep schools open and safe for staff and students.

Vaccination against COVID-19 remains the most important CSP for those eligible to receive the vaccine, and the DOH is providing vaccination events for interested schools.

Successful implementation of CSPs is contingent on students and community members understanding and supporting their implementation. In addition to family and community outreach in support of school safety, schools will train students on CSP implementation and will post CSP signage for students and visitors to better understand the requirements.





# Key points in the updated NM Public Education Department guidance:

- All individuals, regardless of vaccination status, are required to wear a mask while:
  - in a school building,
  - on school transportation,
  - or at an indoor school-sponsored event.
- Masks are not required outdoors for any individual, although recommended when social distancing is not possible.



**This definition of “close contact” is what will determine when a student or staff member must quarantine. A quarantine is for 10 days from the last date of contact with the Covid positive individual or, if continuously exposed, 10 days from the last date on which the Covid positive case was likely to have been infectious (10 days after onset of symptoms or 10 days from when the Covid test was given).**

A “**close contact**” in a school is defined as:

- Anyone who came within six feet of the infected individual (even while wearing a mask) for a cumulative total of 15 minutes over a 24-hour period.
- **Exception:** In the K-12 indoor classroom setting, the close contact definition *excludes* students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) where
  - » both students were engaged in consistent and [correct](#) use of [well-fitting](#) face [masks](#); and
  - » other [K-12 school prevention strategies](#) (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the K-12 school setting.

# Why are masks required if the Board of Education passed a Resolution making the wearing of masks a parent's choice?

The NM Public Education Department has made wearing a mask a condition of in-person learning. *In the Estancia Municipal School District, we believe engaging students in in-person classroom instruction is best for learning and the right thing for our community. For this reason, the Superintendent was compelled to comply with the NM PED indoors mask-wearing expectation for all students.*

Further, the district is required to submit a Mask Discipline Policy to the Public Education Department, outlining the rules, interventions, and consequences for a student's failure to wear a mask.

The policy is as follows:

## Mask/Dress Code

As with the existing dress code policy, face masks exhibiting symbols, pictures, and/or printing that references drugs, alcohol, tobacco of any type, obscenities or inappropriate words/pictures, or are indicators of gang-like behavior and/or affiliation not allowed.

## Level of Behavior Concerns, Violations and Responses

Layer 1	Layer 2	Layer 3
<b>Universal Supports</b> <b>All Students</b>	<b>Targeted Interventions</b> <b>Some Students</b>	<b>Intensive Interventions</b> <b>Few Students</b>
Appropriate when the behavior is a minor infraction. Layer 1 classroom supports have been put in place and behavior has been communicated to the parent/guardian.	May be appropriate when supports have been put in place in the classroom to address behavior, but the behavior has become persistent and has continued to negatively influence the health, safety and learning of the student and others.	May be appropriate given the seriousness of the offense and impact on the school community, and/or when documented Interventions and supports have been put in place but the behavior continues or is escalating.



**FACE COVERINGS**  
**Layer 1 INTERVENTIONS**  
**Teacher/Classroom Managed**

- Student is offered a disposable mask
- Frequent reminders and redirection are provided, along with thanks and encouragement
- Student is offered mask break
- Classroom management and student engagement
- Model how to wear a mask for explicit instruction
- Presentation on why face masks are important and where we wear them on school grounds
- PBIS incentives
- Visuals created and displayed in all classrooms and around the school
- Modeling and expecting respect
- Parent Communication

**FACE COVERINGS**  
**Layer 2 INTERVENTIONS**  
**Health Team**

<b>Concern</b>	<b>Consequences</b> In addition to receiving Layer 1 Interventions:
Students continue to not wear a mask after receiving Layer 1 Interventions.  Note: Respectful refusal to wear a mask is not a sign of disrespect or defiance.	Student is isolated from peers to minimize potential contamination.  The Health Team will provide current health guidelines to parents and student to encourage mask wearing.  Masks will continue to be provided.

**FACE COVERINGS**  
**Layer 3 INTERVENTIONS IN RESPONSE TO VIOLATION**  
**Health Team**

<b>Concern</b>	<b>Consequences</b>
Student is disrespectful and/or defiant.  Note: Respectful refusal to wear a mask is not a sign of disrespect or defiance.	Discipline will occur as per the adopted discipline matrix for disrespect and defiance.  This may result in a move to distance learning.



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KURT STEINHAUS, Ed.D.  
SECRETARY OF EDUCATION, DESIGNATE

MICHELLE LUJAN GRISHAM  
GOVERNOR

Date: September 9, 2021

**MEMORANDUM**

**TO:** Superintendent and Charter Leaders

**FROM:** Katarina Sandoval, Deputy Cabinet Secretary, New Mexico Public Education Department  
Gregory Frostad, Director, Safe and Healthy Schools Bureau

**RE:** Letters on Refusing COVID Precautions and Other Programs

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It has come to the Public Education Department's attention that several parents/guardians or students have presented school officials with various documents purporting to authorize their refusal to participate in certain COVID-19 Safe Protocols or other school programs. Please see attached example for reference. However, these documents are **not** supported by federal, New Mexico or other applicable law, and have no legal effect. Nor is any school official required to sign such documentation.

The PED's COVID-19 Safe Protocols, contained in the *COVID-19 Response Toolkit for New Mexico's Public Schools*, requires public schools to undertake several important measures to mitigate the spread of COVID-19 infections in the State. Those requirements have been lawfully issued pursuant to PED's authority and are in accordance with the Governor's Executive Orders extending the declaration of public health emergency.

Additionally, the COVID-19 Safe Protocols comport with federal law, including the Health Insurance Portability and Accountability Act (HIPAA), the Individuals with Disabilities Education Act (IDEA), and the Americans with Disabilities Act (ADA). For example, requesting a student's vaccination status is not a violation of HIPAA.<sup>1</sup> Further, the Toolkit allows for reasonable accommodations regarding mask wearing that may apply for students with IEPs or Section 504 Plans opting for fully remote learning.

# Elementary Plan

## Start of Day

- Students may be dropped off at 7:45. Please do not have your students exit the vehicle prior to this as duty personnel are not at their stations.
- Water fountains will be available, but your child may prefer to bring their own water bottle from home.
- Elementary students will still be required to wear masks on the bus.
- Student temperatures will not be checked. Make sure to Keep your child home if they are sick, are showing symptoms, or have been in close contact of someone who is Covid positive for ten days.
- Kindergarten students will report to the cafeteria for breakfast, where they will eat at socially distanced tables. Students in grades 1 – 6 will receive a grab-and-go breakfast to enjoy in their classrooms.



## In the Classroom



- Students will sit at desks and tables that are spread out to accommodate 3 feet of social distancing.
- Students and staff (regardless of vaccination status) will wear masks indoors.
- Handwashing will occur throughout the day.
- There will be no shared resources or materials.
- Teachers will routinely clean high-touch areas in the classroom.
- **Art, Music, and Library** will be provided by the pull-out teacher in their Activity Block areas.



## Lunch and Recess



- Students will eat lunch in the cafeteria on a staggered schedule.
- Cafeteria lines and tables will be marked to ensure social distancing.
- Students will have recess during the day on a staggered schedule. NO masking is required outside.
- All areas of the playground will be open for play.
- Children do not have to stay in zones by classes, but may play freely with their friends from other classrooms.



## End of Day

- Students will be escorted to buses and to the pick-up area at 3:10. Pick-up lines will be marked to ensure social distancing. As a note, there is only one designated pick-up area. **Due to custody issues and other safety concerns, parents should NOT be pulling children from line on their way to the pick-up area.**
- **Note: Fridays are designated as Early Release with student dismissal at 1:30.**



**All areas will be thoroughly sanitized daily.**





# PreK Program

**Estancia Municipal School District  
3 & 4-year-old students enrolled in  
the PreK Program will come to school  
each day, Monday – Thursday.  
Intense sanitation will occur on  
Friday.**



As you can imagine, working to social distance children of this age, as well as help them wear a mask or face shield poses many challenges. The caring staff of the PreK Program are committed to helping our youngsters learn these new skills through developmentally appropriate practices. As stated in the Public Education PreK Reentry Guidance document, “Children between the ages of three and five must be supervised if they are wearing a mask.



Teachers should use their professional judgment in deciding when to remove a mask if it is creating discomfort or resulting in a child touching their face frequently. If a child cannot remove the mask on their own, without assistance, even if they are over the age of three, they should not wear a mask. As always, providers should be aware of choking risks due to masks with ties.” We will be following this guidance

in the PreK program. Please be assured, district staff will work in kind, nurturing, supportive ways with each student at all times.

**Students may ride the bus daily, or parents may drop their student off in front of the Lower Elementary (NOT in the back of the school where the other drop off area is located). Siblings may be dropped off from the same vehicle at the LE, then they can walk to their breakfast area. Parents will, unfortunately, NOT be allowed to walk children to their classroom. Instead, a teacher or educational assistant will walk with the PreK students to make sure they make it safely to class.**



# Secondary Plan

**Student schedules are available in PowerSchool.**

## Start of the Day

- Water fountains will be available, but your child may prefer to bring their own water bottle from home.
- The school schedule will be as in the past (seven period day beginning at 8:00 and ending at 3:15).
- All students and staff, regardless of vaccination status, are required to wear a mask while indoors.
- Students will sit at desks and tables that are spread out to accommodate 3 feet of social distancing.
- Students will report to the middle school or high school and receive a “grab-and-go” breakfast, which they may eat outside, or in their first period classroom.
- Hallways, classrooms, and restrooms will be marked to ensure social distancing.



## Passing Periods



- Students will not be issued lockers. Instead, they will carry a few books in their backpacks, and class sets will be available in each classroom.
- During passing periods, students will follow directional arrows on the ground, staying to the right side of the hallway as they make their way to their next period. There will be no social gathering in hallways.
- Masks must be worn during passing periods.

## Lunch

- Students will pick up their lunch in the cafeteria, where they may eat or take their meal to an outside area.
- Social distancing must always be observed.



## End of Day

- Students will be escorted to buses and to the pick-up area at 3:15, or dismissed to drive home in their personal vehicles.
- Students will always maintain social distancing.
- **Note: Fridays are designated as Early Release with student dismissal at 1:30.**



All areas will be thoroughly sanitized daily.



## Extra & Intra Curricular Programs (BPA, FFA, National Honor Society, etc.)

Events and competitions will continue to be held according to current Public Health Orders.

The Estancia Municipal School District Staff Sponsors are committed to the success of our students in these extra-curricular and intra-curricular programs! Please watch for detailed communication from sponsors to be best informed on events, requirements, etc. As a rule of thumb, events held on campus will follow the current NM PED directions regarding mask wearing: masks are required by all students, staff, parents, and observers at all indoor events.





# Student Athletic Programs



The Estancia Municipal School District follows all rules and regulations established by the New Mexico Athletics Association at all times. This includes but is not limited to all rules regarding social distancing, screening, requirements for masks, and limitations on mass gatherings according to current public health orders.

Students enrolled in Estancia Municipal School District through either the in-school programs or the Estancia Online Learning Academy, who meet eligibility requirements established by the NMAA, may participate in all Estancia Athletic Programs.

Please visit the district's webpage or the Estancia Athletic Department Facebook page to find current information regarding practice, games, and registration through the FamilyID online registration process.

## **Rules governing student masking, as of September 1, 2021 are as follows:**

- **Students and Coaches are required to wear masks while indoors.**
- **Spectators must wear masks at all indoor events, regardless of vaccination status.**
- **No masks are required of spectators at outdoor events, although mask wearing is recommended when not social distancing.**





# Special Education Programs



In the event the district, a school, or a class is required to move to distance learning, IEP services will switch to an online delivery model. This will be determined by the direction the district receives from the NM Public Education Department and/or the NM Department of Health and communicated to all parents. IEP services will be offered to students via the internet from teachers, assistants, and ancillary service providers as during previous periods of distance learning. In some cases, the District is allowed to bring small groups of students in for in-person support. This will be communicated to you as events unfold according to the NM PED and Department of Health.



# Social Emotional Learning and Student Wellbeing

As for all of us, the COVID-19 Pandemic has caused stress to children. The change in schooling, continued mask requirements, and unknowns may result in anxiety, depression, and fear in our children. To best meet the needs of your children, the Estancia Municipal School District has prioritized making counselors and social workers available to assist your children during this time of uncertainty.



Now more than ever it's vital for all staff to foster a sense of belonging and community with our students and their families. For this reason, all staff will prioritize positive relationships with students and try to be sensitive to each student's needs. Teachers will include activities in their daily classrooms to promote emotional and mental health and wellbeing. Counselors and social workers will meet with students in small groups or individually (with parent consent) to help students work through feelings of stress that may preoccupy them and reduce learning. This can include strategies for refocusing on positive things, appropriately dealing with frustration, learning to communicate fears or frustrations, and other helpful topics.



**Happy, confident students are students who can learn.**



# Transportation



- All drivers and students on the bus are required to wear a mask at all times.
- Students will be assigned 2 to a seat (or less whenever possible).
- Buses will be loaded back-to-front to minimize students walking past each other.
- Students must social distance at all bus stops.
- Buses will be sanitized after morning and afternoon routes.  
This will include cleaning of all high touch surfaces.





# School Sanitation & Cleaning



- Electrostatic cleaning has been done prior to school opening and will be done twice per year.



- High touch surfaces such as doorknobs, faucet handles, light switches, etc. will be cleaned throughout the day.
- Sanitation stations with hand gel are available in multiple locations in all buildings.
- Handwashing will occur throughout the day at the elementary level under the supervision of the teacher or classroom assistant.
- Teachers will wipe classroom high touch surfaces throughout the day.
- Sinks in hallway bathrooms will be turned off/designated for every-other-sink usage to promote social distancing when hand washing.
- Custodians will work outside of the school day to have enough time to disinfect classrooms daily using medical grade cleaning supplies.
- Classes will be fogged as needed and determined by Covid positivity.



**Following is the plan required by the NM Public Education Department outlining the district's Enhanced COVID Safe Practices.**



# Plan for Implementing Enhanced COVID Safe Practices (CSPs)

to safely provide in-person learning with rising COVID cases

Current	Enhanced	COVID Safe Practices	
X	X	Universal masking indoors	
X	X	Masks available for individuals who may need them on buses and at school	
X	X	Isolation room used to separate COVID positive and potentially positive individuals from others	
X	X	Appropriate PPE is available for staff in the isolation room and for those with close contact assignments	
X	X	Social distance maintained to the extent possible	
X	X	Staff surveillance testing program (describe):	Staff participate in Vault or DOH testing weekly. Once the district waiver is approved, the district hopes to return to providing Bianax testing on site.
X	X	Student surveillance testing program (describe):	Parents are made aware of surveillance testing available through the DOH. Once the district waiver is approved, the district hopes to return to providing Bianax testing on site.
X	X	MERV-13 filter or better installed in HVAC OR Central air fan runs continuously, dampers opened to increase air flow, windows opened (as appropriate) and deployment of portable fans with air purifiers (describe)	Filters are MERV 11 on existing systems (the highest they can handle). Only 2 of 5 buildings have HVAC systems. The 3 buildings without HVAC utilize fans and open windows to maximize air flow. Air purifiers are in each classroom, office, library, and the cafeteria.
X	X	Policy is in place that provides all staff access to paid sick leave as per HB2	
X	X	Supervision provided during transitions to ensure CSPs are followed	
X	X	Staff and students trained on safe transitions	
X	X	Seating charts for all classes	
X	X	Seating charts for all school buses	
X	X	Loading and unloading procedures for buses	
X	X	Bus drivers and assistants trained on CSPs	
X	X	Students and staff have access to hand-washing stations and/or hand sanitizer	
X	X	Signage to encourage CSP implementation	
X	X	Staff screening on entering building	
		Outdoor learning (describe) <i>required as either current or additional CSP</i>	There not adequate shade structures or seating for schoolwide outdoor learning. As well, monsoons, eastern NM winds, and exceedingly hot temperatures make outdoor learning a challenge in our district. Teachers DO take students out to outdoor areas as weather permits. The district has prioritized HVAC systems with ESSR/ARP funding in anticipation of extended school calendars,
		Eating happens outdoors (weather permitting), in classrooms, or in larger indoor setting to support social distancing (describe)	
	X	Student cohorting (describe):	Secondary students are already in cohorts by core areas. For the elementary students, the playground will be zoned and children kept in their zone during recess to maintain grade level cohorts as an advanced measure when needed.
X		Only essential visitors allowed	
	X	No visitors allowed	
		Spectators at outdoor events required to wear masks	
	X	No spectators allowed at school events	
	X	Suspension of high-risk extra-curricular events (describe)	The district will review current positivity in the community before holding dances, assemblies, parent-nights, or other school-sponsored gatherings
		Suspension of all extra-curricular events (describe)	
	X	No large group gatherings (assemblies)	
X	X	Hallway traffic one-way or divided in lanes	
X	X	Visual cues to encourage social distancing	
		Staggered student arrival times	
X	X	Students move directly into classes/cohorts when arriving at school	
X	X	Teachers arrive prior to students	
X	X	Recess times/spaces staggered to separate classes/cohorts of students	
X	X	Regular deep cleaning/disinfecting of facilities (describe)	Teachers have been provided buckets, gloves, and disinfectant to clean high touch surfaces in the classroom throughout the day. Custodians have staggered hours to ensure 3 hours of outside-of-school time cleaning for enhanced disinfecting, which includes foggers and cleaning of air purifiers.
X	X	Regular deep cleaning/disinfecting of buses (describe)	Drivers sanitize high touch surfaces (seat backs/tops, poles, windows) between routes daily.
X	X	Process to review positive cases and to consider interventions based on data (describe) <i>Required as either current or additional CSP</i>	Administration monitors daily positivity in the county on the DOH website, as well as bi-weekly updates. Nurse works in collaboration with administration to maintain lists of close contacts and tracking of patterns in the community and classrooms.
		Vaccination event(s) at school	These have been held in the past and will be held again as vaccines and DOH staff are available.
		Vaccines required, for those eligible (describe)	Vaccines continue to be encouraged for staff and all eligible school-age children. ESSR funds were used to pay an \$80 incentive for staff to become vaccinated.
	X	Drinking fountains closed (water bottles filled)	
X	X	Lockers closed	
	X	Hybrid instructional model (describe)	The district will move to a hybrid schedule if increased social distancing (6 feet) is needed as a long-term solution.
	X	Remote-only instructional model (describe)	Remote only instruction will occur should a majority of staff and/or students become positive and/or community spread has resulted in a significant decrease in student attendance.
	X	Plexiglass (or other) dividers	The district has purchased both individual desk and small group table plexiglass dividers to separate students.
X		Facility Use	Facility Use by outside groups has been restricted while the county is "red" according to current DOH ratings.



### Newsletter from the Nurse's Office

Welcome back to school! I am looking forward to a new and exciting school year. I want to provide a few reminders that will help us keep your child and the school community healthy. With all the changes COVID-19 has brought into our lives, it is important that you please notify the school nurse if anyone has been diagnosed with COVID-19 in your household before sending students to school. Please continue to screen your students before they come to school - make sure they have no temperature or symptoms. To help keep our school community healthy, and in compliance with Public Education Department requirements, we ask that all students and staff wear a mask and practice social distancing.

It is very important that students and staff who are ill stay home. The following is a list of medical exclusions from school / reasons a student should stay home from school:

- Nurses' judgement or parental discretion
- Isolation due to Positive Covid-19 diagnosis
- Quarantine status for close contact with a person with Covid-19
- Cough that is persistent and will interfere with learning, or a new cough with unknown cause (more/ different than regular allergies)
- Fever over 100 degrees
- Active vomiting within the past 24 hours
- Diarrhea within the past 24 hours
- Severe earache
- Suspected contagious conditions
- Injury or illness requiring further evaluation



### Estancia School Board Policy on Medications and Treatments During the School Day:

If your student requires any treatment or medication during school hours it is **required that a Doctor's order and your signature** granting your permission to dispense the medication or treatment be on file in the clinic. If your student received medication or treatments here at school last year, a new Request for Treatment or Medication form must be submitted for this school year to continue the treatment or medication. This includes over the counter medications such as: Tylenol (acetaminophen), Advil (ibuprofen), any prescription medications, emergency epinephrine, as well as asthma inhalers. **The school nurse will NOT administer medication unless we have an order or note from the parent or provider.**



QUARANTINE

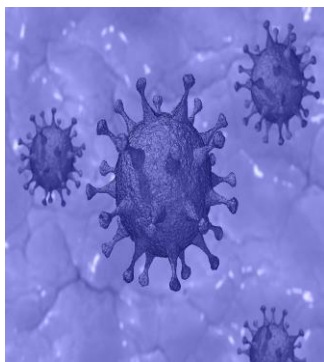
# Estancia Municipal School Quarantine Guide

## When to Quarantine

If you have had close contact with someone who is positive for COVID-19 you will need to quarantine. If the close contact is with someone who does not live in the same household, the quarantine time is 10 days from the date of last contact. If the close contact is with a family member in the same household, your quarantine begins at the end of their 10 day quarantine. This will be a 20 day quarantine period. Please notify the school immediately if you or your child test positive for COVID-19.



## Exceptions to Quarantine



If you meet the following criteria, you do not have to quarantine if you are a close contact:

- ❖ You do not develop symptoms.
- ❖ You have been fully vaccinated and remain asymptomatic since contact.
- ❖ You have had COVID-19 within the last 90 days.

## Close Contact Definition in School

A close contact in a school is defined as anyone who came within 6 feet of an infected person for a total of 15 min over a 24 hour period. **Exception:** In the K-12 classroom setting, the close contact definition excludes students who were within 3-6 feet of an infected person where both students were engaged in consistent and correct use of a well-fitting mask and other prevention strategies were in place.

### Testing

It is recommended that those exposed to a COVID-19 positive person be tested for COVID-19. Due to the incubation period, you should be tested between 7-10 days *after* your contact with the positive individual. Testing too soon will give a false negative result. **Note:** a negative test result does not exclude an individual from completing the quarantine period. If you have a question or concern regarding COVID-19 or other health issues, please contact Chariti Sanchez RN, MSN-Ed (School Nurse) via email: [chariti.sanchez@emsdbears.us](mailto:chariti.sanchez@emsdbears.us) or phone: 505-384-2071

# Protocol for Sick Children and Staff

## **Students & Staff arriving to the school setting or reporting illness during the day will be:**

- Isolated immediately
- Assessed/evaluated by the nurse
- Sent home when it is determined the individual is too ill to participate in school activities
- 911 will be called for situations which are life-threatening in nature



## **Students & Staff with signs of COVID-19:**

- Will remain isolated until leaving campus
- Personal belongings will be brought to the isolation room
- Nurse will escort sick child to parent in waiting vehicle
- Nurse will gather COVID-19 contact information related to the school setting
- Nurse will report to Department of Health to initiate contact tracing
- All staff and parents will be notified if/when there is COVID-19 positive case

## **Affected Classrooms:**

- Immediately evacuated
- Wait 24-hours to clean
- Fogged disinfection sanitation
- Parents notified



As a note, unvaccinated staff will participate in required surveillance testing.  
Daily procedures will require temperature checks of all staff.



Thank you for visiting  
Estancia Municipal Schools



Please check in  
the office and



have your

Driver's License in hand.

## Visitors on Campus

As indicated on page 25 of the PED Covid-19 Response Toolkit issued on July 26, 2021, schools are to “limit nonessential visitors, volunteers, and activities involving external groups or organizations....Adults that come on campus during school hours and who have not provided evidence of vaccination are required to complete a Covid screening...and must follow relevant Covid-safe practices including wearing masks and maintaining social distance. **This does not apply to spectators who come on campus outside of normal school hours.”**

- Parents will unfortunately not be allowed to walk students to the classroom.
- Only tardy students will be checked in through the office and sent to the classroom. Parents must buzz in for the secretary to admit the student.
- If a parent needs to enter the school to drop off something for their child or pick up a student, they must wear a face covering.
- Parents or visitors will not be allowed to go to classrooms or down hallways.
- Only essential visitors, those attending a meeting or conference, be allowed on campus while the county has a “red” designation according to the NM Department of Health.



# Estancia Municipal Schools

## Distance Learning

(in the event of school closure)

In the event school buildings are closed during the 2021 – 2022 school year, the district will implement online instruction via each teacher’s Google Classroom page. The goal of the program is to provide rigorous instruction, promote student engagement, and support students’ social emotional needs through the following:

1. Teachers will be available daily to students, as well as hold daily “office hours/class sessions” via Google Meet at a designated time each day. Teachers will provide direct instruction for the first part of the online instructional period, then students will participate in class discussions and Q & A sessions with the teachers.
2. Hotspots are available to students whose homes do not have WiFi access.
3. Student attendance will be taken daily via participation in the online class.
4. Student grades will be issued each week based upon completion of classroom assignments.



# Estancia Municipal School District Online Learning Academy (OLA)



Some families have found that online learning is the best learning model for their child. Other families are concerned about their child's health during the COVID-19 Pandemic and prefer an online learning option. Estancia Municipal Schools is happy to offer the District's Online Learning Academy for students in grades 9-12. Although younger students participated in OLA during the 2020-2021 school year, the online program will not be offered for students outside of high school for the 2021-2022 school year.

The Online Learning Academy (or OLA) offers curriculum delivery through the \*Edgenuity online learning management system. Students participating in OLA will sign an Estancia Online Learning Academy Student Agreement, which outlines expectations for daily participation, completion of course content, and meeting program deadlines. **When families opt into OLA, they will be required to remain in OLA for at least one semester.**

Students registered for the Estancia Schools Online Learning Academy will have their student laptop checked out to them. Parents will sign a Responsibility Acknowledgement (as they did in the spring when laptops were checked out to students). Families are responsible for providing home internet, or for accessing regional hotspots to enable their child to log on and complete daily assignments.



Attendance will be taken daily via the student's log-in to their Edgenuity account. Estancia teachers will reach out to students daily to answer questions a student may have, check on progress, provide support, and monitor student wellbeing. Teachers will grade assignments and provide feedback to students on progress throughout the week. Students must commit to completing work daily in order to complete the coursework each semester. Two district teachers are assigned to monitor and support the Online Learning Academy students (one elementary and one secondary). The OLA Teacher will check in with students daily and communicate with parents weekly. Should a



student fall behind, the OLA Teacher will schedule a parent-teacher conference and a student academic plan will be developed.

Grades will be posted as assignments, quizzes, and tests are completed. Final grades will be posted at the end of the semester following completion of the online courses.



**Students with an existing Individualized Education Program (IEP) must meet with the special education team upon enrollment in the Online Learning Academy to update the IEP** in accordance with the new educational setting. At that time, the team will establish new goals, determine reasonable accommodations to be provided by the district through the distance learning program, and establish a schedule for supplemental services.



Parents may choose to move their child back into the school learning environment at the semester; however, the district will be supporting the Online Learning Academy throughout the school year.

## Edgenuity Online Curriculum

**High School Curriculum + Learning Solutions**

Give your students more options with Edgenuity's® online high school curriculum and learning solutions. Partner with us to help students move forward, earn credits for graduation, be successful on important assessments, and more.



### Prepare Your Students for College and Career Success

The path to graduation isn't the same for every student, so give your students more flexibility, support, and options with online learning.

Edgenuity offers a wide variety of online courses and learning solutions to help you meet the unique needs of all of your students and keep them on track for both graduation and future success.

ONLINE COURSES

INTERVENTION

TEST READINESS