



# KMS Re-entry Plan for 02.16.21



This is an addendum to our KMS Student Handbook SY 20-21

## Mask Policy

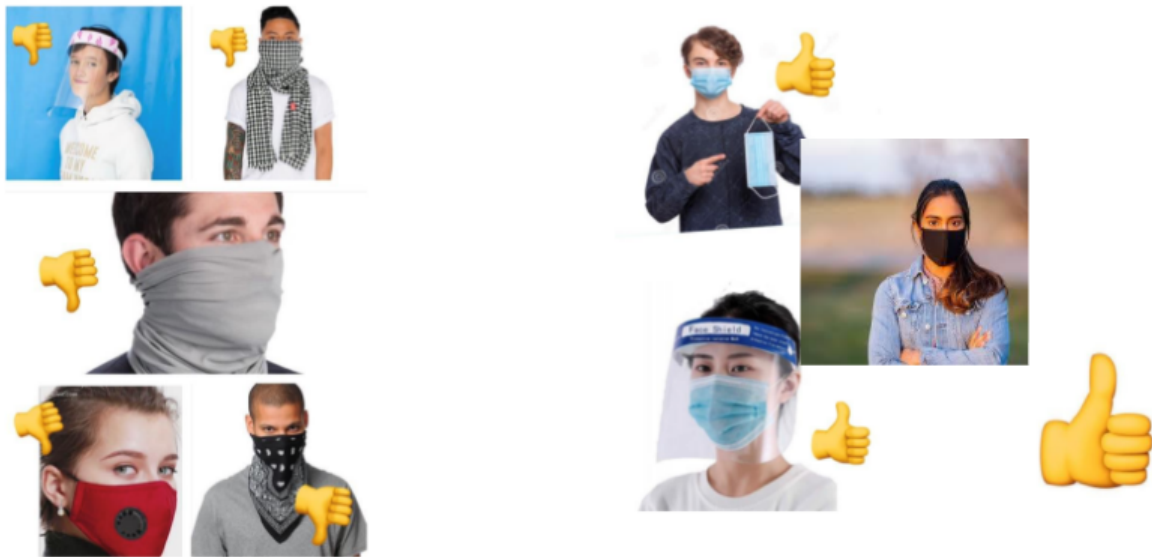
**When on campus, all students and staff must comply with CDC Guidelines:**

- Wear a mask- surgical masks, KN95/N95, or 2-ply cloth masks are acceptable.  
Gaiters, bandanas, masks with vents, and 1-ply cloth are not acceptable.
- Maintain a distance of 6 feet from parents, students, and colleagues.
- If you are experiencing any symptoms of COVID-19, are considered a close contact or have travelled out of state **STAY HOME**

\*Students that refuse to comply with this guidance and other processes outlined in this document will not be allowed to continue in-person learning and will be moved to online learning immediately. Let's continue to work together to be compliant, vigilant and show fidelity to the practices stated in the document to help keep each other safe and healthy.

# Kirtland Middle School Face Mask Policy

Face masks are required for all students and staff while at school, during school-sponsored activities, and on school transportation (except while eating and drinking) and should be worn covering both the mouth and nose area. Masks that have exhalation valves/vents, bandanas, scarves and neck gaiters ARE NOT substitutes for face masks. Face Shields can be worn if a face mask is also worn. Face shields should cover the eyes, nose, and mouth and extend past the chin. They should be able to be worn securely and should extend almost to the ears on each side. Both face masks and face shields should be cleaned daily. If a student cannot wear a mask, remote learning will be the preferred option. Below are acceptable and non-acceptable forms of masks.



Remember, wearing masks helps us protect ourselves and others. It is a requirement that masks are worn in order to return to school. If masks are not worn, the following procedures will be followed:

- 1st violation: gentle reminder to student.
- 2nd violation: the student will be sent home for remote learning only; parent meeting agreeing to follow Covid safe practices
- 3rd violation: the student will be sent home for remote learning only.

## Track/Cohorting

Based on student surveys, all CCSD secondary schools have placed students in one of the following cohorts. Track/Cohorts can be seen on PowerSchool and Robo calls will be made to inform parents what Track/Cohort their child will be in.

- **Track/Cohort A**- In person “Hybrid student” will be attending class on Mondays and Tuesdays in person at KMS. Students will participate in virtual learning on the other days of the week.
- **Track/Cohort B**- In person “Hybrid student” will be attending class on Thursdays and Fridays at KMS. Students will participate in virtual learning on the other days of the week.
- **Track/Cohort C**- All online “Remote student” will be attending class virtually in google classroom, 5 days a week Monday-Friday.

\*Note: Wednesdays are virtual for all students. Teacher will give assignments asynchronously and be available for small group online tutoring and student interventions.

## Attendance

Students will be required to engage in learning daily. Daily attendance will be taken for all students both in PowerSchool and Google Classroom. If a student is absent or ill please email your teacher and call the KMS office at 505-598-6114. Attendance will be taken differently based on the model of learning students are participating in.

- a. **In-person KMS students: (Track/Cohort A & B)**
  1. In-person learning days- Attendance for students attending class in-person on their designated in-person days will be taken based on their attendance to class.
  2. At-home learning days- attendance will be based on completion of an attendance question in google classroom or call the school to report in for the day. Keep in mind that you still need to complete your at-home learning assignments during that day.
- b. **Remote/Online students- (Track/Cohort C)**
  1. In-person learning days- While these students will not attend in-person they are required to attend virtually if possible on their designated days following the bell schedule. Student’s virtual attendance will determine if they attended class that day or have called the school to report in. Students should have their cameras on and participate in class as if they were there.

As is required by the New Mexico Public Education Department, attendance will be reported to the state. Parents/ guardians of students who have attendance issues or are not engaging in learning will be contacted by teachers and/or administrators to address concerns.

## **Students Arriving to Campus**

**Students may arrive at school starting at 7:30 a.m. Please do not drop students off before 7:30 a.m. Staff do not arrive to school/work until 7:30 a.m.**

1. **Parent Drop off-** Students that get dropped off at school must be dropped off on the west end of the school building. Students will show their SchoolInfo App to a staff member and will get their temperature checked while they are still in their vehicle. Students will enter the cafeteria once they are cleared.
1. **Bus-** Students that ride the bus will have their temperature checked prior to boarding the bus. Students who arrive at KMS via bus will not be required to have an additional temp check at KMS.
2. **Walkers-** All students will be required to enter the cafeteria on the west end of the school building to receive their temperature check.

If a child arrives at school and the child registers a temperature of **100.4 °F or higher**, they will need to go home immediately. They will be escorted by the school nurse or designee to the isolation room in near the nurses' office until a guardian can pick them up

## Bell Schedule

KIRTLAND MIDDLE SCHOOL	
Bell Schedule	
<b>Breakfast</b>	7:30
<b>Class Preparation</b>	7:50
<b>1st Hour</b>	8:00-9:30
<b>2nd Hour</b>	9:35-11:05
<b>7th Grade Lunch 8<sup>th</sup> Grade Advisement</b>	<b>11:10-11:40</b>
<b>8th Grade Lunch 7<sup>th</sup> Grade Advisement</b>	<b>11:45-12:15</b>
<b>4th Hour</b>	12:20-1:50
<b>5th Hour</b>	1:55-3:25
<b>Dismissal</b>	3:25

## KMS Hybrid and Remote Class Schedule for Feb. 16 – May 25, 2021

Track/COHORT- A Students – In-person learning at school on Monday and Tuesday  
Students remain and learn from home Thursday and Friday

Track/COHORT- B Students – In-person learning at school on Thursday and Friday  
Students remain and learn from home on Monday and Tuesday

Track/COHORT- C Students – Students learn from home. Participate in school through Google Classroom or Student Paper packets Monday through Friday

<b>Dates:</b>	<b>Classes to attend for this week:</b>
Week of Feb. 16 – 19, 2021  <b>7<sup>TH</sup> GRADE STUDENTS ONLY FOR THIS WEEK – NEW STUDENT ORIENTATION FOR 7<sup>TH</sup> GRADE STUDENTS.</b>  <b>8<sup>TH</sup> GRADE STUDENTS</b> – remain home and attend classes through google classroom.	B Week – attend only “B” classes (1B,2B,4B,5B)
Week of Feb. 22 – Feb. 26, 2021  <b>8<sup>th</sup> GRADE STUDENTS RETURN Feb. 22</b>	A Week – attend only “A” classes (A1,A2,A4,A5)
Week of Mar. 01 – Mar. 05, 2021	B Week – attend only “B” classes (1B,2B,4B,5B)
Week of Mar. 08 – Mar. 12, 2021	A Week – attend only “A” classes (A1,A2,A4,A5)
Week of Mar.15 – Mar. 19, 2021	SPRING BREAK – NO SCHOOL
Week of Mar. 22 – Mar. 26, 2021 Last day of Qtr. 3 – Mar. 26th	B Week – attend only “B” classes (1B,2B,4B,5B)
Mar. 29 – Apr. 1, 2021  Qtr. 4 - Begins Report Cards go out on Apr. 01, 2021 Apr. 02 – Holiday No School	A Week – attend only “A” classes (A1,A2,A4,A5)
Week of Apr. 05 – Apr. 09, 2021	B Week – attend only “B” classes (1B,2B,4B,5B)
Week of Apr. 12 – Apr. 16, 2021	A Week – attend only “A” classes (A1,A2,A4,A5)
Week of Apr. 19 – Apr. 23, 2021	B Week – attend only “B” classes (1B,2B,4B,5B)
Week of Apr. 27 – Apr. 30, 2021  April 26 – Holiday-No School	A Week - attend only “A” classes (A1,A2,A4,A5)
Week of May 03 – May 07, 2021	B Week – attend only “B” classes (1B,2B,4B,5B)
Week of May 10 – May 14, 2021	A Week – attend only “A” classes (A1,A2,A4,A5)
Week of May 17 – May 21, 2021	B Week – attend only “B” classes (1B,2B,4B,5B)

Week of May 45 – May 25, 2021  
Last day of school May 25, 2021

A Week - attend only “A” classes (A1,A2,A4,A5)

## **School Info App**

All student and staff must download the School Info app to their smart phone device and fill it out each day prior to entering the building.

All students should have received an email from “school info” in the school email. Students need to open the email and create their personal password. After you have created a password, it is then necessary to download the app. Once downloaded, the username will be their school email and the password they created. If it pops up with only the parent option, this means you did not open the email sent from the school info app. Once this has been downloaded, every morning before getting on the bus or being dropped off at the school, the app must be filled out. Students will need to answer the COVID questions in the COVID screening app. If any of the answers are yes, students are requested to remain at home. If you have a thermometer, please take your child’s temperature to complete the app. A check mark will be given. This must be shown prior to getting on the bus and prior to entering the school building. If you are unable to download the app an iPad Kiosk will be available at the main entrance to KMS where students can fill out their screening before entering the building. If you have questions, please give us a call at (505) 598-6114.

More info on the school info app can be found on the district website at:  
<https://www.ccsdnm.org/protected/ArticleView.aspx?iid=5GG2P0&dasi=32B2>

## **Bussing to KMS**

For hybrid students in cohort A or B, bussing to and from the home and school will occur. Bus capacity will be minimal due to Covid safety rules. Students will follow Covid safe practices and social distancing while on the school bus.

## **Class Period Changes**

When transitioning from class to class, social distancing must be observed. Students will be release from classrooms and must follow the arrows on the floor for social distancing. Students will not exit a classroom until the class before them has completely exited their room. They may not enter a room until it has been cleaned and desks wiped down.

## **Inclement Weather**

In the event of a school delay or closure due to inclement weather, students will work remotely form home.



## **Breakfast, Lunch and Snacks**

Breakfast and lunch are provided free of charge at school. Students may pack their own lunch, but deliveries of any kind are not allowed. We need everyone's help in this effort. Students will follow lunch room procedures.

### **Breakfast in the classroom**

Students will pick up their breakfast from the cafeteria and eat in their 1<sup>st</sup> period class.

### **Lunch**

Students will be provided a schedule of either eating in the classroom or in the cafeteria once they start school.

KMS will not be allowing any snacking during class time as it requires the removal of student masks. Students should plan to pack their own water bottle each day. We do not have water filling stations at this time.

### **Water Bottles**

Students are encouraged to bring water in clear water bottle every day. Water fountains will not be available for students due to safety protocols.

## **Classroom Expectations**

1. Masks must be worn at all times by students and staff.
2. Student desks must be spaced with 6 feet in between student chairs.
  1. Students will not be allowed to gather in groups when on campus at any time.
  2. Students will not be allowed to shake hands, fist bump, hug, or touch each other
  3. We recommend that students follow these guidelines when outside of school
3. Students should have their computer fully charged, supplies, books, and materials at their own desk and are not to share with others. Students should bring these supplies with them each day and plan to take them home each day. Backpacks will be allowed as long as students do not bring any illegal or non-allowable items as outlined in the student handbook pg. 20-14.

### **Restrooms:**

Only 2 students are allowed in the restrooms at one time. If there are 2 students in the restroom, please wait in the hall until one or both students leave the restroom.

## **Lockers:**

There will be no lockers provided for this school year. Students may bring a backpack. Please do not bring excessive items you may not need as you will keep your backpack with you at all times. Teachers will determine how backpacks will be stored in the classrooms.

## **Cleaning Expectations**

We ask that all students be as clean in classrooms as possible and pick up after themselves. There are specific cleaning requirements for staff members during the hybrid model. Staff members have gone through district training on cleaning procedures to follow Covid safe practices prior to the Hybrid model beginning. Between classes, teachers will clean high touch surfaces such as doors, light switches, etc. before they return to your classroom.

## **Discipline**

Given the learning environment, it is more important now than ever that students adhere to the CCSD School Board Policies and the KMS Student Handbook, which can be found online at each school's website. If a student does not follow the expectations outlined in the Student Handbook and comply with the expectations outlined in this document, we will need to transition the student to Remote learning.

## **Hallways and Restrooms**

Hallways and restrooms have been marked and will be monitored to ensure social distancing.

- Signs have been placed near restroom sinks regarding hand washing, capacity, etc.
- Markings have been placed on the floor indicating 6 foot distances
- Directional signage has been placed on the floor indicating which direction to walk in halls and doors.
- Because we are on a block schedule, teachers will give students one bathroom break as a class during each period. In order to ensure restroom capacity is followed, students will use the restroom during class time. Students will honor social distancing.
- Students will not be allowed to use the water fountains. Students are encouraged to bring their own water bottle to school each day.

## Visitors

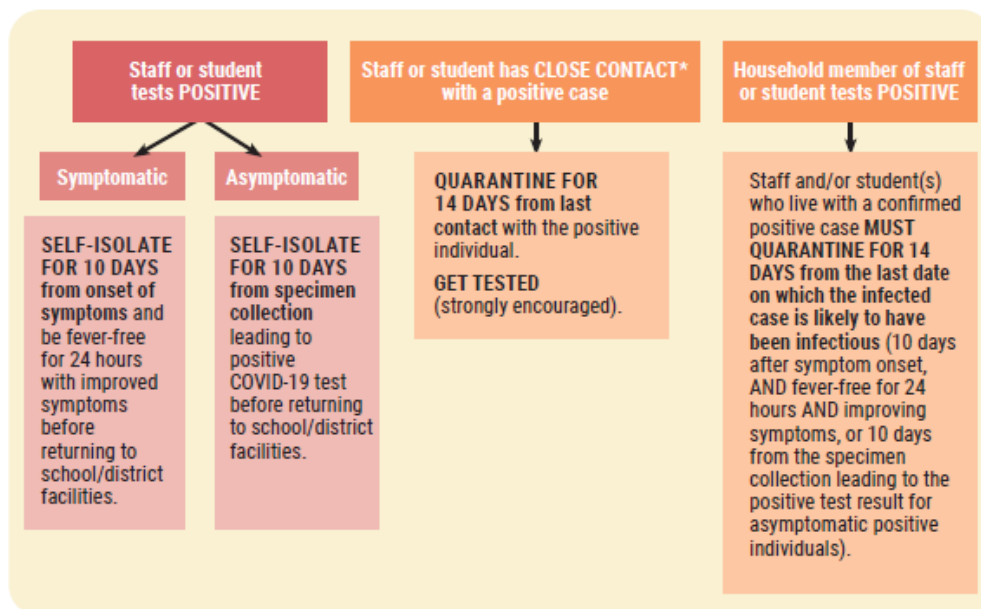
Unfortunately, we will not be allowing any visitors at this time as only students and staff will be allowed in the school. Parents needing to check out their child will need to call the office from outside the school and the staff will assist you. If you have any other needs, questions or would like to schedule a virtual meeting, you can always call us at 505-598-6114.

## Student Dismissal

Much like transitioning classes, students will be released by their classroom teacher. Once exiting the building, students are expected to continue observing social distancing, mask wearing and other public health guidelines until they return home. Students should take their laptop, charger and all other supplies home every day. Student riding the bus to and from their home high school are encouraged to sit one per seat.

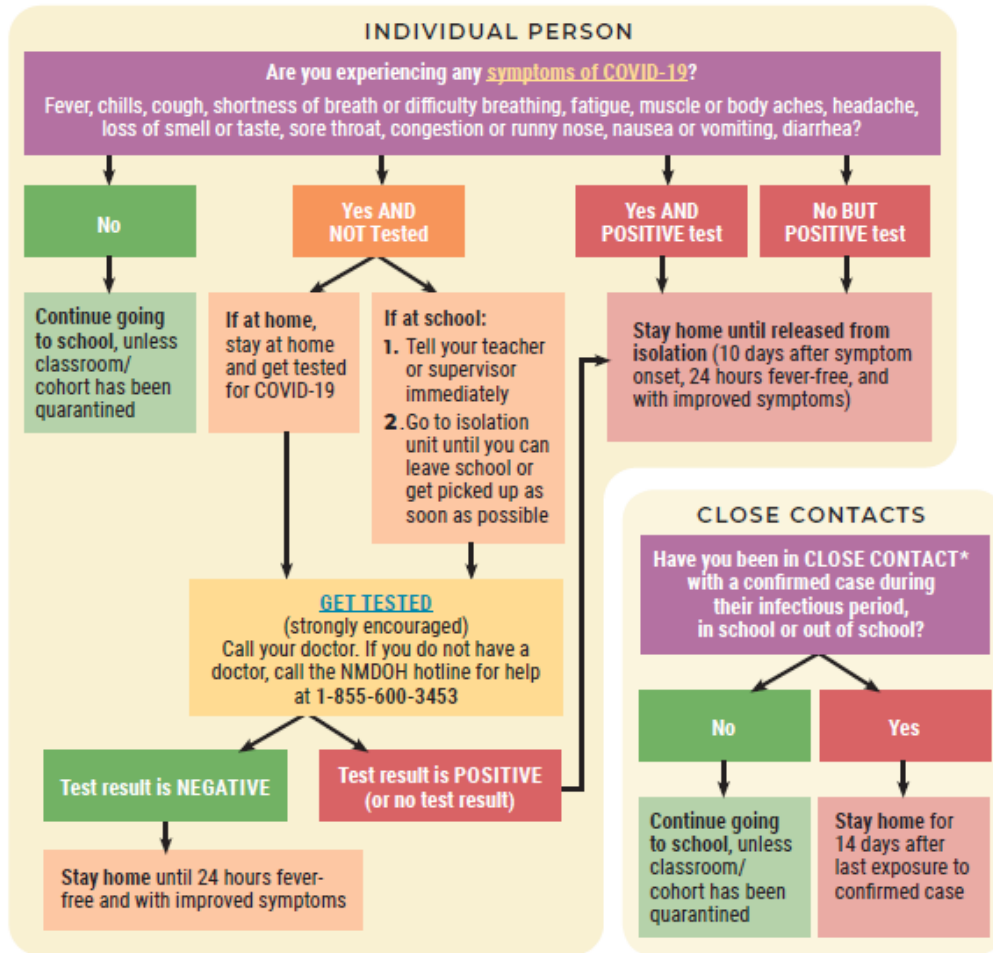
## Reporting a Covid case or exposure

If you are exposed or have contracted COVID-19, please call us at 505-598-6114 as soon as possible. If you suspect or know you have been exposed to someone that has tested positive or if you are showing signs of COVID-19 please let us know so that we can inform our school nurse and we can identify next steps. The included flow charts gives our response to a potential COVID-19 case.



## **Health Office and Isolation Room Protocols**

1. If students are not feeling well during class time, they should inform their classroom teacher. The teacher will let the front office to make contact with the student and get assistance from the school nurse.
2. If a student is not feeling well, or the teacher observing that the student is not feeling well, the above questionnaire/flow chart will be used to help determine if the student should be sent to the health office (used for routine needs) or to the Isolation Room, which is a room near the nurse's office.
  - If the student refuses to disclose why they are not feeling well we will have to treat the situation as though it is possible that they have COVID-19 and they will report to the isolation room.
3. If the student needs to go to the isolation room due to a positive case, the school nurse or designated office staff will make contact with the family, notify the home high school administrator of a possibly sick student. District emergency response team will then work with the classroom teacher and KMS office staff to identify students who were in contact with the sick student.



## Other Questions

If you have any additional questions, we are here to help! Please reach out to your KMS teacher or call the front office at 505-598-6114.

## Please sign and return to the school office.

\*Please sign and turn in this page only\*

I (student printed name) \_\_\_\_\_ grade \_\_\_\_\_, have read and understand the contents stated in the 2020-2021 KMS Re-entry Plan and my Student Handbook. I agree to comply with the Student Handbook, all public health orders and protocols outlined in this document. I will inform the teachers and staff in the event I/my student develop(s) any symptoms of COVID-19. I understand that guidelines, procedures, and expectations may change and if they do I will be notified by school administration.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Contact Information:

<u>Contact Name</u>	<u>Phone Number</u>	<u>Email</u>