

# Portales Municipal School District 2020-2021 School Reentry Plan

Portales Municipal Schools takes the safety and health of its students, staff, and community seriously. The District also recognizes beyond the physical health of its students and staff, that social and mental health plays a large role in the development of healthy, happy, and educated students. The following reentry plan was developed with the assistance and advice of representatives from each school in the District, administrators, the nursing staff, attorneys, and guidance from the New Mexico Public Education Department (PED), Centers for Disease Control and Prevention (CDC), and New Mexico Department of Health (DOH). Although this plan takes every precaution possible based upon the current guidance, no plan can take into account each and every possibility that might occur. As guidance from the PED, CDC, DOH, and Governor's Office change, the District will make every effort to ensure those changes are reflected, communicated, and adhered to during the life of this plan. Some additional planning will be completed at the school building level. After approval by the Superintendent of Schools, those plans will become a part of this plan and published on the District website. The Superintendent may make changes to this plan as requirements or guidance is updated and notify the Board of Education of any such changes.

The Public Education Department has published the following requirements for school reentry plans. This plan and future planning by school will include details as to how these requirements will be met.

## **Requirements for Reentry**

NMPED's Reentry Guidance provides considerations, recommendations, and best practices to encourage a safe and successful school year. Minimum requirements for reentry are:

1. To begin, all districts and schools across the state will be able to operate strictly according to hybrid guidelines. The Department of Health and Medical Advisory Team will regularly assess rates of the spread of COVID-19. Districts and schools will then follow the appropriate guidelines based on the designated safe reentry category.
2. Schools must participate in a surveillance and rapid response testing program for all staff.
3. Schools must adhere to the social distancing requirements of their designated category.
4. Schools should avoid large group gatherings.
5. Face coverings are required for all students and staff except while eating, drinking, and exercising, with limited exceptions for students or staff who have medical reasons for not being able to wear a mask or face shield.
6. All staff must be screened on a daily basis, including a temperature check and review of potential symptoms. All sites must work with state and local health officials to have a plan for contact tracing. While not required, this is also recommended for students.
7. For transportation, all staff and students must wear a face covering. In addition, based on the public health conditions some schools may also limit bus seats to one student.
8. Meals must be provided to students during in-person instruction and remote learning.

Currently the Public Education Department has provided guidance for three phases of reentry or reopening of the schools. Those phases are:

**Remote:** • Students engage in remote learning. • Limited small groups (special education, some K–3 students) eligible for in-person instruction if feasible.

**Hybrid:** • The number of students in the building or classroom at any time is capped by the number that can be accommodated while adhering to at least six feet of social distancing or 50% classroom capacity level. • Students not in the building engage in remote learning.

**Full Reentry:** • All students eligible to return five days per week.

Based upon the most current information Portales Municipal Schools may not open for in-person classes until Roosevelt County’s COVID-19 positivity rate drops below 5% and average active positive cases are below 8 per hundred thousand. The New Mexico Department of Health has created a map by county that identifies counties that may begin in-person school. That map is color coded: Green counties meet both criteria, Yellow Counties meet one of the gating criteria, and Red means the county does not meet either of the gating criteria. Portales Municipal Schools has made the decision for all schools to remain in the Remote Learning phase until October 20, 2020. If the county is not green by October 20, the District will remain in remote until such time it turns green and all options have been evaluated for a safe reopening in the elementary schools. Once schools begin the in-person phase, they must start with a Hybrid model that allows for safe re-entry following PED, DOH, and CDC requirements. Phases could change depending upon the county in which a school district is located. Should the COVID-19 infection rate rise in the county, that rise could lower the phase in which the school district would be required to operate. If the infection rate declines, schools in that county could go to full reentry. This document outlines the Hybrid phase of reentry.

All teachers and staff will begin the school year as planned on August 10, 2020 at 8:00 a.m. <sup>1</sup> Staff will report to their assigned location. Staff may enter only at the main entrance of their assigned location. Before going beyond the entrance vestibule each staff member must:

- Wear a face mask.
- Complete a short health assessment survey (This can be completed on an app using one’s telephone.)
- Have his/her temperature taken. (Anyone with a fever over 100 degrees will not be given access to the building and must provide a negative COVID 19 test or clearance from a health care professional prior to returning. Building nurses will have access to COVID 19 test kits and can administer a test at that time.)

Teachers should refrain from congregating in the halls or classrooms. Staff meetings and trainings will be conducted. However, social distancing will be maintained in these meetings and trainings. Mask must be worn anytime a staff member is in the same room as other staff members.

\*The aforementioned process will remain in place until schools move to the full reentry phase.

The Phases of Reentry are fluid and based upon data provide to PED from DOH. At any time, should the Reentry Phase change in the southeast region, PMSD will move to the phase in place. Should the region gain the **Full Reentry Phase**, all schools will transition to full reentry on the first Monday after the change is publicized. Should the region change to the **Distant Phase**, the District will go to distance learning immediately. Notification will be made to parents via the School District website at <http://www.portaleschools.com>, the District's Facebook page, through phone calls with School Messenger, through e-mails to parents, and Remind. Local radio and newspapers will also be notified of any changes and asked to release immediately. Should a staff member or student be identified with COVID-19, the school or building will follow Reentry procedures:

- Instruction will continue using the remote learning model used under Hybrid Model
- Close off school building or classrooms if used by a COVID-19 positive person and do not use before cleaning and disinfection.
- If possible, wait 24 hours and then clean and disinfect the campus. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Advise sick staff members and children not to return until they have met NMDOH criteria to discontinue home isolation.
- Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow NMDOH guidance if symptoms develop. If a person does not have symptoms, follow appropriate NMDOH guidance for home quarantine.
- If the school is closed due to a positive COVID-19 test, the campus will be closed and disinfected prior to reopening.
- If the school is closed and students go to a full remote learning model the turnaround time is at least 48 hours.

## **Student Enrollment for the 2020-2021 School Year:**

**Every student must enroll online for the 2020-2021 School Year.** Enrolling online will prevent parents from having to complete paper packets for each of their children at every school attended. Parents must go to the Portales Municipal School website where they will find two links for enrollment. One link is identified as “New Student Enrollment” and the other is “Student Reenrollment.” Every parent must create an account to begin the enrollment process. In order to create an account, the current phone number must match the phone number on record in the District's Student Information System. After creating an account, for returning students, every student in the household should be visible. Parents should check all demographic information for accuracy before completing the enrollment process. Parents will need to finish one student then move to the next child. Initial demographic information such as address, email, and phone number will only need to be completed once. There will be three additional questions that must be answered for each child before the program will move forward. One will ask whether the household has access to internet service. The second will ask whether the household has access to a computer device for each enrolled child, and the third question will ask whether the students in the household choose to enroll in Distance Education instead of attending classes in person at this time. Depending on what is checked a new screen with additional information

may appear. Parents who have children already enrolled in a school within the District and are enrolling a child for the first time at Brown Early Childhood Center or any other school should use the reenrollment link and once in the program click “add a child.”

Parents enrolling children for the first time in Portales Municipal Schools will create a new account using their current phone number or e-mail address. That number or e-mail address will be recorded as the number of record. During the enrollment process, parents will have the opportunity to add additional phone numbers for contact.

For additional enrollment assistance, parents may call their child’s school, Central Office, or e-mail: [parenthelp@portalesschools.com](mailto:parenthelp@portalesschools.com)

Parents who do not have internet access or a device to enroll their children may call the school or the Central Office for assistance and/or an appointment to come to the school to complete the enrollment process. Parents may use a computer at the school or someone will assist the parent to enroll their children for the year. More information and instructions can be found on the PMSD website at <http://www.portalesschools.com>

### **Elementary School Reentry:**

Elementary schools will reopen with all enrolled students.<sup>1</sup>

Although the official start date for student return is scheduled as August 17, elementary students will not return to school until September 8. Between August 17<sup>th</sup> and September 8<sup>th</sup>, each school will conduct various assessments with all students prior to students returning to school full time. The assessments will be used to provide data to each school and teachers to determine what standards have previously been mastered in Reading and Mathematics. This will help each schools’ discipline teams to create curriculum and lessons that are appropriate considering any loss of educational opportunity resulting from the last school year’s closure and distance education model. Data from these assessments will also be used to create the extended school day curriculum and recommendations to parents whose students would benefit from attending the extended school day.<sup>5</sup>

Each school will create a plan to administer the assessments in Reading and Mathematics. Where feasible, small groups of students will be brought to school at assigned times to complete the assessments. Brown Early Childhood Center and James Elementary School will use ISIP Reading and Mathematics assessments and BAS for Reading. Valencia and Lindsey Steiner Elementary Schools will administer NWEA-MAP to determine Reading/LA and Mathematics ability and BAS for Reading levels. ISIP and NWEA-MAP can be administered to several students at the same time. BAS is administered individually.

Parents will be contacted to schedule a date and time for assessments. Assessments can begin on August 14 in place of open house. School building protocols will be in place for students who enter the school building for assessments.

All students in grades PK to 6 will return for school on September 8 to begin full time instruction.<sup>6</sup>

Pre-Kindergarten and three (3) year old students enrolled in Pre-School will begin instruction on September 8 with full day classes for two (2) days each week. Parents will be notified during their child's assessment date as to which days their students will attend. The schedule will be two (2) consecutive days, Tuesday and Wednesday or Thursday and Friday.

Classes will be in session for all students except Pre-K, Pre-School 3-year old's, and Kindergarten students each Tuesday through Friday from 8:00 a.m. to 3:05 p.m. Each school will provide a method for an online presence in school for each Monday.

Teachers will report to duty at school on Mondays except for scheduled holidays. This day will be used for any needed professional development, planning, and online supervision.

Mondays will also be a day for deep cleaning of all school buildings. Teachers will be released at 2:00 p.m. to allow time for custodians to complete the cleaning process in a timely manner.<sup>4</sup> Custodial staff schedules will be adjusted on Fridays when the following Monday is a scheduled holiday. Custodial staff will complete the deep clean of the building on Fridays after students have left the building on those occasions when Monday is a holiday.

Classrooms will be furnished for six (6) foot social distancing between students.

Teachers will arrange classrooms in such a manner as to maintain social distancing between students and between the teacher and students.

All staff and students will wear face coverings at all times. Cloth face masks are recommended; however, PED guidance does recognize a clear face shield as a face covering.<sup>2,3</sup>

- The District will provide one "Gaiter" or "ear-loop" cloth face covering for all staff and students.
- The District will provide one face shield for all teachers, educational assistants, and ancillary staff.
- If available, the District will provide one face shield for all other staff not included above, and students.
- If available, the District will provide one face shield to students who request one, with preference going to younger students.
- Staff and students may provide their own personal cloth face mask or face shield at their own expense.

Teachers, counselors, nurses, administrators, and all ancillary and support staff will encourage social distancing at all times.

Teachers counselors, nurses, administrators, and all ancillary and support staff will model and teach proper hygiene practices, such as frequent hand washing, face coverings, use of hand sanitizer, proper cleaning and sanitizing of equipment and materials, etc.

Administration at each school will collaborate with employees to develop a process for student attendance that considers the following:

- Orderly arrival and dismissal that maintains social distancing.
- Student access to buildings and classrooms maintaining social distancing.
- Breakfast and lunch access.<sup>7</sup>
- Access and restroom procedures.
- Recess procedures and access.
- Specials class procedures and access.
- School supplies cannot be shared, ie: pencils, markers, crayons, etc.

(Note: In schools where there is team teaching, teachers will go to students, students will not change classrooms to go to the other teacher. Students will not have access to playground equipment and play items will not be shared ie: balls, jump ropes, etc. Implements can be used, but must be sanitized prior to any other student use.)

Plans will be completed and approved by the Superintendent prior to students beginning the school year in person.

### **Junior High School and Portales High School Reentry:**

Portales Junior High School and Portales High School will begin the year on August 18<sup>th</sup> in a Distance Education model as outlined in the District Distance Reentry Plan. When approved by PED, Portales Junior High School and Portales High School will begin classes in-person on a limited participant schedule. Both schools will begin the year with approximately one-half of their enrollment on an A/B type schedule. Approximately one-half of each schools' students will be assigned to schedule "A", the other half will be assigned to schedule "B". When students do return to school, Schedule "A" students will begin in-person classes and attend on Tuesday and Wednesday that week and each following week. Students identified as schedule "B" will start in-person classes Thursday and Friday of that week and each week thereafter. Students will attend all scheduled classes on their assigned days.<sup>1</sup>

On days that students are not in school physically; they will attend school remotely through the use of Google Meets and/or Google Classroom. Attendance will be taken for each class period. Students who do not log-in to classes at the required times will be counted absent for that period. Attendance rules will be adhered to as if the student was in school physically. Online lessons and assignments will be provided by teachers for each period that a student is enrolled. Submitting assignments will be completed using Google Classroom or by turning in a paper copy depending upon the assignment. Students who are absent from school on their scheduled day to be in-person at school, can make-up that day's work by logging into the class and completing the assignments. However, students are expected to be in school each day they are scheduled. The assignment will be accepted, but the absence will be recorded as unexcused unless the school receives a phone call or note from the parent with a reason that is an excusable absence. Due to the condensed two (2) day per week in-person schedule, it is imperative that students are in school to receive direct instruction and be provided guidance to assist with the online assignments issued during the days the students are not physically in school. While students are attending school online, they may contact their teachers for assistance through e-mail or an

alternative manner as provided by the teacher. Teachers are expected to provide assistance the day the request is made.

Teachers will report to duty at school on Mondays except for scheduled holidays. This day will be used for any needed professional development, planning, and online supervision.

Mondays will also be a day for deep cleaning of all school buildings. Teachers will be released at 2:00 p.m. to allow time for custodians to complete the cleaning process in a timely manner.<sup>4</sup> Custodial staff schedules will be adjusted every Wednesday to complete Clorox 360 disinfecting for every room in the buildings and Fridays when the following Monday is a scheduled holiday. Custodial staff will complete the deep clean of the building on Fridays after students have left the building on those occasions when Monday is a holiday.

Classrooms will be furnished for six (6) foot social distancing between students.

Teachers will arrange classrooms in such a manner as to maintain social distancing between students and between the teacher and students.

All staff and students will wear face coverings at all times. Cloth face masks are recommended; however, PED guidance does recognize a clear face shield as a face covering.<sup>2, 3</sup>

- The District will provide one “Gaiter” or “ear-loop” cloth face covering for all staff and students.
- The District will provide one face shield for all teachers, educational assistants, and ancillary staff.
- If available, the District will provide one face shield for all other staff not included above, and students.
- If available, the District will provide one face shield to students who request one, with preference going to younger students.
- Staff and students may provide their own personal cloth face mask or face shield at their own expense.

Teachers, counselors, nurses, administrators, and all ancillary and support staff will encourage social distancing at all times.

Teachers counselors, nurses, administrators, and all ancillary and support staff will model and teach proper hygiene practices, such as frequent hand washing, face coverings, use of hand sanitizer, proper cleaning and sanitizing of equipment and materials, etc.

Administration at each school will collaborate with employees to develop a process for student attendance that takes into account the following:

- Orderly arrival and dismissal that maintains social distancing.
- Student access to buildings and classrooms maintaining social distancing.
- Breakfast and lunch access.<sup>7</sup>
- Access and restroom procedures.
- Physical education procedures and access.

- Band, choir, drama, and athletics class procedures and access.
- Access to afterschool programs such as MESA, Robotics, FFA, etc.
- School supplies cannot be shared, ie: pencils, markers, crayons, etc.

(Note: In schools where there is team teaching, teachers will go to students, students will not change classrooms to go to the other teacher. Students will not have access to playground equipment and play items will not be shared ie: balls, jump ropes, etc. Implements can be used, but must be sanitized prior to any other student use.)

Plans will be completed and approved by the Superintendent prior to students beginning the school year in person.

## <sup>1</sup> Student Enrollment

All enrolled students may return to school. However, PMSD will offer a distance learning program for students who might be medically vulnerable due to pre-existing conditions that might make being around others unsafe. These parents may choose to enroll their children in the distance learning program. Whether a child may or not be more vulnerable to COVID-19, PMSD believes this choice should remain with parents or guardians based upon their best judgement and concerns for the safety and welfare of their children. Any parent may choose to enroll their child or children in the distance learning program; however, choosing distance learning does not alleviate the requirement that students attend their distance learning classes daily at the assigned times and complete assignments in a timely manner. Daily attendance will be required and recorded in school records. Failure to attend as required can lead to retention in the same grade and referrals to CYFD and Juvenile Probation. Teachers will be assigned to teach and develop online courses that are as rigorous and comprehensive as in-person classes. Students enrolled at Portales Junior High School and Portales High School will have classes delivered through Edgenuity. Attendance of these classes are required on a daily basis and attendance and progress will be monitored. Teachers will be available to support students enrolled in Edgenuity courses and will provide assistance and support to students in a timely manner daily. Edgenuity courses do not require additional materials such as textbooks, as all material is embedded within the program. If available, students may borrow reference books or textbooks that might help them to complete the courses. Needed research can be completed using internet sources. Elementary distance students will be provided with any textbooks, workbooks, or other materials that would be required in an on-campus classroom. This may require that assignments be delivered to the school either in-person during school hours or by depositing them in a receptacle located at the front of the school, by scanning and e-mailing to the teacher, by uploading to Google Classroom, or by photographing and uploading to Google Classroom or the teacher's e-mail. Any student choosing the online option must have access to a computer or Chromebook with internet access. Students who do not have access to a device or internet will be loaned a Chromebook and an AT&T hotspot that meets the requirements for online course delivery.

The District will provide technical support to parents and students who are having difficulty with computer devices or computer programs and platforms. Assistance can be obtained by e-mail at:



[parenthelp@portalesschools.com](mailto:parenthelp@portalesschools.com) or by phone between the hours of 8:00 a.m. and 8:00 p.m. at (575) 356-3709.

Please see the District website or call your child's school for more information.

## <sup>2</sup> **Medically Vulnerable Employees**

The Board and Administration understand that some employees may have underlying conditions that make it unsafe for them to return to school even in a socially distanced environment. This may include staff with suppressed or compromised immune systems, certain other underlying health issues such as uncontrolled diabetes, respiratory conditions, and other conditions that create a suppressed immune system. Any employee who has an underlying condition may request an alternative work assignment that might be done in another setting, such as from home or in another isolated setting. In order to qualify for an alternate work assignment, the employee must complete a request form and provide supporting documentation from the employee's health care professional to the Personnel Office. To request an alternate assignment, the employee must contact their immediate supervisor and personnel office. The proper request form and health care professional documents will be provided to the employee for completion. An alternate assignment is not guaranteed, but will depend upon the employee's job function and whether the District can reasonably provide the accommodation. Fear of COVID-19 does not create a situation in which a reasonable accommodation can be granted.

## <sup>3</sup> **Medical Excusal from Wearing a Face Mask**

The Board and Administration recognize that some employees and students may have underlying medical or physical conditions that make it unsafe for them wear a mask. Staff members requesting a waiver from wearing a mask must follow the procedures as outlined in the previous paragraph for an accommodation of not wearing a mask. If possible, and based upon the employee's health care professional's recommendation, employees receiving a waiver from wearing a mask, must in the alternative wear a face shield.

Students may be provided a waiver from wearing a face mask upon receipt from their personal health care professional demonstrating that wearing a mask presents a medical or physical condition that makes wearing a mask unsafe for the student. If authorized by the health care professional, these students will be required to wear a face shield.

## <sup>4</sup> **Building Cleaning and Sanitizing—Custodial**

PMSD will be in session four (4) days each week in order to allow one day each week for a deep cleaning of each building and equipment. Mondays will be dedicated to deep cleaning. Custodial staff will use approved disinfectants and sanitizing equipment to clean and sanitize desks, doorknobs, keyboards, restrooms, commons areas, and high traffic areas among others to ensure sanitization to prevent the spread of any communicable disease from surfaces. After cleaning with disinfectants, every room in each building will be sanitized using the Clorox 360 disinfectant machine.

Custodians will disinfect all commons areas and restrooms with the Clorox 360 machine on a daily basis after all students and teachers have left the building at the end of each day. At Portales Junior High and Portales High Schools, custodians will disinfect every classroom with the Clorox 360 machine each Wednesday afternoon to ensure cleanliness prior to the next cohort entering the building on Thursday morning. Monday and daily disinfection will be completed as described earlier in this section.

Each classroom will be supplied with cans of disinfection spray and disinfectant wipes. Teachers and staff will have the expectation to monitor and spray or wipe high contact areas throughout the class period and between classes when different students come into the room.

All staff will be supplied with disinfectant spray, wipes, gloves, spare disposable masks, and other items that might be deemed appropriate to assist in prevention of spread. Teachers and staff should not allow students to use disinfectant sprays or wipes without direct supervision or at any time depending on the age of the student.

Teachers and staff should contact custodial staff for cleanup of bodily fluids such as vomit or blood. Staff must follow already in place protocols when dealing with body fluids and follow the proper guidelines as trained. Students who are injured or have vomited should be taken immediately to the nurse's office as directed by current protocol with care being taken to avoid contact of bodily fluids by staff and students. All bodily fluids must be cleaned according to safety protocols immediately.

Refresher training will be provided to all staff by the nursing department or through the use of SafeSchools training. Teachers should also educate all students about bodily fluid policy and protocols.

### **<sup>5</sup> Extended School Day**

Due to the abrupt change to on-line and distance delivery of education from March to May, 2020, it is very likely that many students will need additional intervention and instruction to make up for losses of educational opportunity during that time period and throughout the summer. In an attempt to make up for that lost time or any loss in education, PMSD will offer and extended school day for students. Although this time will not be mandatory for all students, it will be recommended for some students and required for others to prevent retention or failure of the current school year curriculum. Assessments will be given during the first week of school starting August 18<sup>th</sup> at Portales Junior High School and Portales High School. The week of August 17<sup>th</sup> will be used to assess small groups and individual students at James, Valencia, and Lindsey-Steiner Elementary Schools. The weeks of August 17 and August 24<sup>th</sup> will be used for assessments at Brown Early Childhood Center for Pre-Kindergarten, Pre-School 3-year-old students, and Kindergarten students. The first full day of school at James, Valencia, and Lindsey-Steiner Elementary Schools will be August 25<sup>th</sup>. The first full day of school at Brown Early Childhood Center will be September 1<sup>st</sup>.

Extended school days will begin at all elementary schools on September 8<sup>th</sup>. In-Person extended school days will begin at PJHS and PHS when students return for in-person instruction. At PJHS and PHS, extended school time will be offered online until in-person school resumes.

The extended school day is a one and a half hour (1.5) extension of the school day to provide additional direct instruction to students who, through assessment, have not made the needed gains, have regressed from their previous assessments in January of 2020, or fall within certain data points on the assessment results. Any student who scores below the 50<sup>th</sup> percentile in Reading, mathematics, or both will be recommended to attend the extended school day program.

A meeting will be held with the parents of those students to explain the results of the assessments and to make recommendations with the assistance of the parent as to how the extended school day could be beneficial to the student. Students who score below the 20<sup>th</sup> percentile will be required to attend the extended school day program. Parents will be invited to meet with school personnel to discuss the results of the assessments and to provide strategies that will be helpful to accelerate the student's education. Parents of elementary and junior high students may choose to not allow their child to attend the extended school day, but in those cases, it will be recommended that the child be retained in the previous grade. A student's parent can refuse retention in which case the child will remain in the assigned grade level with additional interventions that are available, but with a clear understanding that should the student not make appropriate growth during the school year that the child will be retained at the end of the current school year.

High school students who score below the 20<sup>th</sup> percentile will be required to attend the extended school day program. In lieu of attending the extended school day program, in consultation with parents and staff, these students may choose to retake the Spring semester mathematics or English course in which they were enrolled during the Spring semester. Any student scoring below the 20<sup>th</sup> percentile, regardless of grade level, will be placed on an Academic Improvement Plan (AIP) in consultation with the student's parent, English teacher and math teacher to create an educational plan that will assist the student to recover any lost educational opportunities and to create a road to success moving forward throughout the school year.

Progress monitoring assessments will be conducted at least monthly. A student will have the opportunity to be dismissed from the program at any time he or she rises above the 50<sup>th</sup> percentile after two consecutive assessments or upon achieving an assessment score above the 50<sup>th</sup> percentile during the Middle of Year ISIP or MAP assessments.

The extended school day program is not limited to students scoring below the 50<sup>th</sup> percentile in Reading/LA and mathematics, but will be available to any student whose parent feels the student has a need for additional instructional time. Parents who wish for their children to attend the program must contact their children's teachers to request a form for enrollment in the program.

The extended day program will operate Tuesday through Friday each week for the first semester of school. Elementary students will attend each day. Junior high and high school students will attend on the two days in which they are in school.

Transportation will be available for all students attending the extended school day program. Students will be taken to their home or to an assigned bus stop after the day ends. The District will provide transportation and drop-off information to parents of students attending prior to the start of the program.

#### **<sup>6</sup> Special Needs and Struggling Students**

Some special needs students' educational goals cannot be met through distance education. Students whose IEP's require in-person education will return to school on August 18<sup>th</sup>, regardless of their grade level. These students will attend school with Special Students Services staff at their regularly assigned school. Students in these classrooms will follow the same safety rules as outlined above in this plan. Classes will adhere to a 5-1 student to teacher ratio per classroom. Staff will work with these students to follow basic hygiene protocols and wearing of face coverings.

Struggling students will have the opportunity to begin school the week of August 18<sup>th</sup> on a limited basis for basic reading instruction in grades K-3 to help make up any lost educational opportunities during the Spring distance instructional period. Teachers will use the most recent assessment data prior to the closure of school in March 2020 to determine which children should be requested to attend. All students with reading scores below the 20<sup>th</sup> percentile in iSIP or NWEA-MAP will be invited to attend. Depending upon capacity, students who scored below the 50<sup>th</sup> percentile may be invited to return between August 18<sup>th</sup> and the opening of in-person school. This instruction will be scheduled for at least 3 hours each day. Schools will notify parents of the schedule. Small group instruction for struggling students will expand through 6<sup>th</sup> grade should it be allowed by PED.

Transportation will be provided for these students.

#### **<sup>7</sup> School meals**

Breakfast and lunch will be served for students daily. Students in school will follow the procedure identified at that school for meal service. Students who are enrolled in the Extended School Day Program will be provided a snack daily. The District will also provide sack breakfast and lunches for all enrolled students for the Mondays in which school is not in session. PMSD will provide sack grab and go meals to students who are enrolled in the Distance program or secondary students who are not in school due to their "A" or "B" schedule status. Distribution information regarding meals for Distance Learning students, "A" / "B" students, and Mondays will be posted on the District website and e-mailed to parents prior to the beginning of school. This information will also be disseminated through local media outlets.

## **Portales Municipal School District Reentry Committee**

Johnnie S. Cain – Superintendent  
Henry Montano – Asst. Superintendent  
Dr. Alan Garrett – PMSD Board President  
Randy Rankin – PMSD Board Vice President  
Cheryl Aguilar – Director of Special Student Services  
Rick Segovia – Director of Federal Programs  
Shaunna Smith – Director of Food Services  
Laura Massey – District Head Nurse  
J.D. Mead – Student Data Coordinator  
Joy Griffith – Technology Coordinator  
Sara Hunton – District Reading Coach and Coordinator of Curriculum  
Arturo Ontiveros – Principal, PHS  
Garrick Matthews – Assistant Principal of Distance Learning  
Amberlynn Mauldin – PHS  
Jack Willis – PHS  
Tamara Price – PHS  
Killeen Tapia – PHS  
Ofelia Alvarez – PHS/PJHS  
Steve Harris – Principal, PJHS  
Sara Meeks – PJHS  
Chris Horton – PJHS  
Becky Flen – Principal, Lindsey/Steiner Elementary  
Erika Grenko – Lindsey/Steiner Elementary  
Jane Combs – Lindsey/Steiner Elementary  
Sandra Harris – Valencia Elementary School  
Amy Rippee – Valencia Elementary School  
Julie Frazee – Valencia Elementary School  
Deanne McKinney – James Elementary School  
Lillie Garcia – James Elementary School  
Christina Maestas – James Elementary School  
Melanie Skinner – Brown Early Childhood Center  
Elisabet Salgado – Brown Early Childhood Center  
Tanya Baca – Recorder, Administrative Assistant to the Superintendent

