

Raton Public School Re-Entry Plan Handbook 2020-2021



TABLE OF CONTENTS

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS	3
SECTION II. ACADEMICS AND HOME-BASED LEARNING	18
SECTION III. EXTRACURRICULAR AND DISTRICT-WIDE PLANNING	20

Changes to the public health situation over the course of the school year may necessitate changes to this guidance.

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well being of our employees the following guiding principles have been put in place:



FOUR PRACTICES

Raton Public Schools will:

- 1.** Provide notice to parents.
- 2.** Implement practices to prevent the virus from entering the school.
- 3.** Respond to a lab-confirmed case in the school.
- 4.** Implement prevention and mitigation practices to reduce the likelihood that an outbreak occurs on campus.



EXPOSURE DEFINED

Close contact of less than 6 feet for more than 15 minutes to a person who has COVID-19 symptoms or a person who has tested positive.

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	July	<ul style="list-style-type: none">• Supplies, equipment• Prepare a detailed work schedule for phases• Prepare building and transportation for reopen with thorough cleaning
Phase 1	August	<ul style="list-style-type: none">• Implement social distancing protocol• Open facilities with limited access/use for onboarding purposes only
Phase 2	September	<ul style="list-style-type: none">• Expand use of school based on recommendations and data from CDC, New Mexico Governor, and other applicable state and local agencies
Phase 3	September & October	<ul style="list-style-type: none">• Open schools on a staggered schedule• Expand operation based on recommendations and data from CDC, New Mexico Governor, and other applicable state and local agencies• Determine what restrictions/guidelines stay in effect

VISITOR RESTRICTIONS

RPS will limit normal visitation to our campuses at this time. Only RPS employees are allowed on campus during preparation for reopening. All individuals entering the building will be required to wear proper face coverings (as determined by the Governor's executive order). Individuals proceeding beyond the reception area will be subject to the following guidelines:

- Visitors will be screened
- Visitors and staff will maintain physical distancing.
- Virtual parent meetings will be available when possible.

TRAVEL RESTRICTIONS

RPS will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resource department and the office of the Superintendent. We will minimize non-essential travel throughout the year.

EMPLOYEE AND STUDENT SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete a self-screening which includes staff taking their own temperature; reading and answering a set of questions related to COVID-19 symptoms including:

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

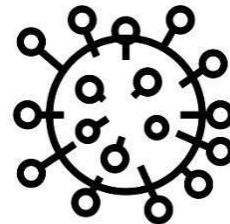
Sore throat

Loss of taste or smell

Diarrhea

Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit

Known close contact with a person who is lab confirmed to have COVID-19



All screening information will be kept confidential by Human Resource and the district nurse. Teachers and staff must report if they themselves have COVID-19 symptoms or are lab - confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry. Additionally, staff must report if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus until the 14-day incubation period has passed and they are not experiencing any COVID-19 symptoms.

HANDOUT: SELF-SCREENING PROTOCOL

Parents must ensure they do not send their student to school if the child has COVID19 symptoms or is lab- confirmed with COVID19, and instead should opt to receive remote instruction until the conditions for re-entry have been met. Parents may also opt to have their child receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID19 until the 14-day incubation period has passed.

BEFORE COMING ONTO CAMPUSES OR BUSES

At the beginning of the year and the start of every week of on-campus instruction, RPS will screen students to determine if (a) they have the COVID- 19 symptoms; or (b) they have had close contact with an individual who is lab-confirmed with COVID-19. Screening is accomplished by asking questions by phone, electronically, or in person. If the parent is dropping off or picking up a student, the screening questions will be asked to the parent. RPS is permitted to prevent any individuals who fail the screening criteria from being admitted to the campus or a bus until they meet any of the criteria for re-entry to the campus.

TRANSPORTATION CHECKLISTS

Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers will wear masks or shields at all times. The driver's temperature must be checked and documented before the start of each route.

HANDOUT: TRANSPORTATION SANITATION CHECKLIST

- 1.** Hand sanitizer will be at the entry of all buses.
- 2.** For routes where students sit in close proximity within the bus, students will wear masks or face shields while on the bus.
- 3.** When possible, windows will be open to allow outside air to circulate throughout the bus.

HEALTH PROTOCOL

If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.

Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to work.

TESTED POSITIVE FOR COVID-19 or SUSPECTED WITH COVID-19

Any individuals who themselves either: (a) are lab-confirmed to have COVID19; or (b) experience the symptoms of COVID19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

Return to work/school criteria:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 10 days have passed since symptoms first occurred



If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work/school until the three criteria listed above have been met.

If the individual has symptoms that could be COVID19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID 19 testing location.


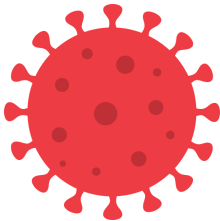

IDENTIFYING POSSIBLE COVID19 CASES ON CAMPUS

RPS will immediately separate any student who shows COVID19 symptoms while at school until the student can be picked up by the parent or guardian.

RPS will clean the areas used by the individual who shows COVID19 symptoms while at school (student, teacher, or staff) as soon as feasible.

Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID19.

PRACTICES TO RESPOND TO A LAB CONFIRMED CASE IN THE SCHOOL

		
<p>Local Health Department Notified</p> <ul style="list-style-type: none">• If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local	<p>Areas Closed for Cleaning</p> <ul style="list-style-type: none">• RPS will close off heavily used areas by the individual with the lab-confirmed case (teacher, student, staff) until the non-porous	<p>Alert Notifications are Sent</p> <ul style="list-style-type: none">• Consistent with our school notification requirements, and consistent with our legal confidentiality

<p>health department, in accordance with applicable federal, state, and local laws and regulations including confidentiality and FERPA.</p>	<p>surfaces in those areas can be disinfected , unless more than 3 days have already passed since that person was on campus.</p>	<p>requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff who participate in any on-campus activities</p>
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NURSE (NON-COVID SITUATIONS)

The nurse will respond to all medical situations and to administer medications by going to each classroom. This will limit the interaction of students in the halls and buildings.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

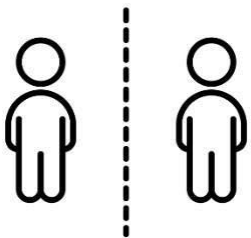
Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - Your healthcare provider
 - HR department
 - Your supervisor
3. Your supervisor will work with HR to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.
5. RPS recommends the student, teacher, staff, or visitor should stay at home through the 14 day incubation period and not be allowed on campus. If the individual experiences symptoms, they must stay at home until the conditions outlined below have been met.
 - At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications)
 - You have improved in respiratory symptoms (cough, shortness of breath, etc); and
 - At least 10 days have passed since symptoms first occurred



SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. RPS employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.



Traffic Flow – Taped lines on the floor will mark the walking direction throughout the building in order to maintain the social distancing requirement of 6 feet and/or cones in the halls will determine distancing

Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided or individuals separated throughout the space.

CLOSE CONTACT (DEFINED)

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- Being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield;
- If either occurred at any time in the last 14 days at the same time the infected individual was infectious.
- Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

PERSONAL PROTECTIVE EQUIPMENT (PPE)



In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Schools are required to comply with the governor’s executive order regarding the wearing of masks. A mask is defined as a protective mask covering the nose and mouth as used by medical professionals. The mask may be disposable or homemade.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- 1.** Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- 2.** Avoid touching your eyes, nose, and mouth
- 3.** Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow



PERSONAL WORKSPACE/CLASSROOM

RPS staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE



Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. RPS has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The RPS Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- 1. Capacity** – RPS will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
- 2. Conference Rooms** – Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school
- 3. Breakrooms or Teacher Lounge/Multipurpose Room** –These spaces could be closed or limited for use until at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.
- 4. Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING

The safety of our employees and students is our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, offices	At the end of each use/day
Appliances	Refrigerators, microwaves, coffee machines	Daily
Electronic Equipment	Copy machines, shared computers monitors, TVs, telephones, keyboards	At the end of each use/day and/or between use
General Use Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Seats, handles, railing, belts, window controls	At the end of each route
Common Areas	Cafeteria, library, conference rooms, gyms, common areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. RPS will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for children to clean their own spaces before and after they are used, in ways that are safe and developmentally appropriate.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID19 Crisis Team. Notwithstanding the above, if an active employee is confirmed to have a COVID19 positive test, in lieu of performing deep cleaning, sites may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

1. RPS will close off areas that were heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.
2. Notification: RPS will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID19 case is identified among students, teachers or staff who participate in any on-campus activities.

SIGNAGE

Signage will be placed throughout the offices and school.



FOOD DELIVERY

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to RPS.

PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID19 SPREAD INSIDE THE SCHOOL

1. RPS will have hand sanitizer and/or hand washing stations with soap and water in classrooms.
2. Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.
3. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
4. Confirm a supply of gloves and other protective gear
5. Touchless thermometers on-site for employee and student screening
6. Students, staff, teachers, and visitors should be encouraged to sanitize and/or wash hands frequently. RPS encourages supervision of younger students as students engage in handwashing for at least 20 seconds two times a day, in addition to washing hands after using the restroom and before eating.



STUDENT AND TEACHER GROUPINGS

Where feasible without disrupting the educational experience, RPS will encourage students to practice social distancing.

1. In classroom spaces that allow it, we will place student desks six feet apart.
2. In classrooms where students are regularly within six feet of one another, RPS will plan for more frequent hand washing and/or hand sanitizing and will consider whether increased airflow from the outdoors is possible.

ENTRY AND EXIT

Campuses will plan for entry, exit, and transition procedures that reduce large group gatherings (of students and adults) in close proximity. Considerations will be made for staggering school start and end times, assigning students to entries to ensure even distribution of students entering/exiting at each door, providing guidance to students to enter one at a time and wait six feet apart outside the entrance, and, where appropriate, encouraging parents to remain outside during drop off and dismissal.

STUDENT ARRIVAL AND DISMISSAL

We ask that parents avoid early drop offs in the mornings. Students will arrive by car or bus and will enter one of the entrances. Parents/guardians will not be able to leave their cars or enter the building. We ask that parents make appointments and if necessary, return at a time when students and staff are inside the classrooms. Staff and students will use masks upon entry and in transition until arrival to a classroom (as determined by the governor's executive order). At dismissal, students will be staggered in groups to holding locations or taken to buses in stages to decrease the risk of potential crowding outside at dismissal time. Parents who wish to pick up their student before the end of the school day will need to call ahead so students can be sent or accompanied to parent vehicles upon arrival.

SAFETY SUPPLIES

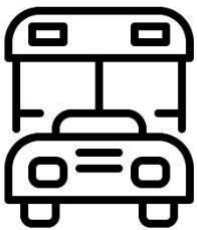
The district has will make an attempt to purchase several safety items:

- 1. Telethermographic System** - which converts infrared radiation into body temperature measurement.
- 2. Touchless Forehead Thermometers**
- 3. Face masks**
- 4. Gloves**
- 5. Gowns**
- 6. FaceShields**
- 7. Disinfectants and cleaning supplies**

BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum:

- 1.** Right before starting a route to pick up students
- 2.** Right after the morning and afternoon routes

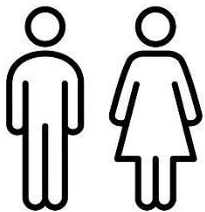


Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days. RPS will place hand sanitizer at the entry of all buses. When possible, windows will be opened to allow outside air to circulate the bus. Parents are encouraged to drop students off, carpool, or walk their student to school to reduce possible virus exposure on buses.

COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **isolation room** and the case form will be completed.

- Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.
- The nurse must complete the **HANDOUT: Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.



RESTROOM USAGE DURING THE WORKDAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. RPS will restrict visits to the school to only those essential to school operations. **VISITOR SELF-SCREENING FORM / Self Declaration by Visitor**

CAFETERIA AND MEAL PERIODS

Students may bring their own meals or be served in the classroom.

RPS will use disposable food service items.

No parents/visitors during lunch for at this time. A lunch visitor process will be developed for parents and guardians at a later date. Cafeteria staff will be trained in COVID-19 safety protocols. Classes will eat their breakfast and lunch in their classroom. All cafeteria staff will be wearing masks and gloves while serving students. High contact surface areas will be disinfected between service periods and use.

RPS will utilize outdoor picnic spaces (weather permitting) and common areas of the buildings to allow for adequate dining space.

MODIFIED ARRANGEMENTS

- 1 Space seating/desks at least 6 feet apart when feasible.
- 2 Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart.
- 3 Create distance between children on school buses.
- 4 Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.
- 5 **Possible:** Close common areas such as dining halls and playgrounds with shared equipment if possible; otherwise stagger use and clean and disinfect between use

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district/campus counselors will develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

STAFF AND STUDENT TRAINING

- 1. Pre-Return to School Training** - Presented remotely to staff to ensure understanding and preparedness to align with this manual
- 2. First Day Training/Orientation** - Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom (Staff Powerpoint provided). On the first day of school, RPS will provide instruction to students on appropriate hygiene practices. (Student Powerpoint provided.)
- 3. Cleaning Crew Protocols** - Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

All training topics can be reinforced with signage in the buildings.

School/District checklists

Response Teams

Disinfection Measures

Transportation

Isolation protocols

On site health screening

Daily self-screenings

Visitors

Cleaning Crew Protocols



HANDOUT: Powerpoint for First Day Orientation

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

- 1.** Teachers, students, and parents need to check their email often.
- 2.** Visit our district website
- 3.** Follow our social media platforms
- 4.** Canvas Platform

RPS EMPLOYEE RIGHTS- SICK LEAVE

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April , 2020 through December 31, 2020. Please refer to the following site: [Families First Coronavirus Response Act: Employee Paid Leave Right](#)

SECTION 2: ACADEMICS AND HOME-BASED LEARNING

PARENT COMMITMENT

Parents will be asked to commit to either on campus or online instruction no earlier than two weeks before the start of the school year. RPS may choose to limit the student's return to an on-campus setting at the end of a grading period. The district will not require a student to remain in online instruction for more than one grading period. However, a student who begins receiving online instruction as a result of staying at home to isolate from COVID19 exposure should be permitted to return to campus at the end of their isolation period, as opposed to the end of a grading period.

ELECTIVES

Some elective courses may have coursework that can only reasonably be completed in person, even if some components of the course could be taught virtually (e.g., welding). These courses will be made available to students who are otherwise learning virtually, although the district can require a student to come to campus to complete a required assignment or project for an elective course if the course requires assignments that cannot be reasonably completed remotely. Some courses may require a student to obtain equipment from campus in order to complete coursework virtually. RPS will communicate which courses have on campus requirements before the start of the course that failure to complete the required on-campus assignment could cause the student to not be awarded course credit. This notification will ensure students have an option to select courses that can be completed remotely if desired. In this case, it is appropriate for students whose parents wish for them to remain fully remote to choose different electives that can be satisfied in a fully remote setting. Failure to appear on campus to complete on-campus assignments could also result in absences.

GRADING POLICY

Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy is located in our campus handbooks. Grading policy will be the same for home learning as it is for on-campus learning.

Completion Protocols

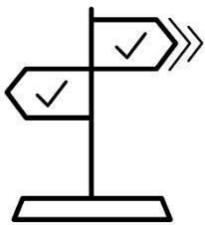
Students not making progress, not completing academic assignments or opting not to participate during the school year. For promotion to the next grade level, students will need to have completed the requirements outlined in the grading policy. A Student Advisory Team (SAT) will be formed for any student at risk for being retained.

RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

The district will use Canvas. Canvas will be our main communication method for parents to be able to contact the classroom teachers.

If the family is able to access the internet, effectively all activities should be done online, which will eliminate any public health risk associated with providing instructional support.



PATHWAYS FOR ONLINE INSTRUCTION

The framework below outlines two primary pathways for the school and families to assess and evaluate. As more details evolve, the district will share via the district website, email, and social media. As RPS prepares for a new school year, we will continue to monitor and follow local, state, and federal requirements.

- 1. Students and Staff Return On Campus** - We are preparing for re-entry. The buildings, classrooms, and teachers are preparing instruction and safety protocols for our students to be on campus. A safety protocol plan will be published on the website for all stakeholders to review. Hybrid Model means students will return to the classroom depending on closure orders from national, state, or local agencies. Having all students on campus is our goal. It is the best instructional approach allowing us to meet student needs- academically, socially, and emotionally. Students attending instruction on campus will also have the ability to participate in extracurricular activities.
- 2. Remote Learning When Schools are Closed (Technology Required)**

Synchronous Instruction

- Two-way, real-time, virtual instruction between teachers and students.
- Students who are not logged into the class are marked absent. Truancy is monitored. Grading policy will be consistent with those used on campus and in the handbook prior to COVID-19 for all assessments and assignments. Teachers will address the same required curriculum as being presented in the classroom.

Asynchronous Instruction-Online Learning

- Not live or in person; pre-recorded lessons; students complete work on their own; self-guided using tech devices.
- All grade levels are eligible.
- Students not engaged in daily lessons will be marked absent. Engagement is defined by NMPED as progress in the district's learning management system (Canvas), progress from teacher-student each day; and assignments are turned in daily.
- Grading policy will be consistent with those used on campus and in the handbook prior to COVID-19 for all assessments and assignments. Teachers will address the same required curriculum as being presented in the classroom.

Raton Public Schools - Student-Focused Checks and Balances

- 1.** Daily attendance, engagement and participation will be taken.
- 2.** Remote work will be graded consistent with on campus practices.
- 3.** Academic accountability returns in 2020-21.

ATTENDANCE AND ENROLLMENT

Per School Board Policy/NMPED guidelines, students must attend 90% of a course in order to be awarded credit for the course and/or to be promoted to the next grade level. This requirement remains in force during the 2020-21 school year. Given the public health situation, student attendance may be earned through the delivery of virtual instruction.

TECHNOLOGY DEVICES AGREEMENT

Technology devices will be issued to families requesting a device and signing the **District Issued Device Agreement Form**. This form outlines the acceptance and agreement to adhere to the guidelines and responsibilities of the device protection plan. If the device is lost or deemed to be damaged due to negligence as defined by school administration, replacement and/or repair cost may be assessed.

SECTION 3: EXTRACURRICULAR AND DISTRICT-WIDE PLANNING

Participation in extracurricular activities on campus must align with NMAA and NMPED guidelines. Use of facilities must be done consistently with the governor's executive orders. RPS will plan for entry, exit, and transition procedures that reduce large group gatherings. Staggering start and end times, assigning students to enter or dismiss from different entrances/exits, and social distancing will be enforced. Parents are encouraged to remain outside during drop-off and pick-up.

BAND, ATHLETICS, MUSIC, CHEER, AG, and MORE

When feasible and appropriate, it is preferable for students to gather outside, rather than inside, because of likely reduced risk of virus spread outdoors. RPS will continue to offer extracurricular activities at our discretion and consistent with NMPED's guidance and with the guidance of NMAA.

RPS will consider eliminating assemblies and other activities that bring large groupings of students and/or teachers and staff together. Consideration is based on local conditions and health advice.

- 1. Pep Rally** - Depending on the direction of state requirements, and local, state, and federal regulations, Pep Rally schedules will be modified to limit large crowds and adhere to social distancing. To allow for spacing of students in the gym, grade levels will rotate and attend 1 pep rally during the season. RPS will hold pep rally events on the day of a home game (no away games). However, we will have pep rally events for all playoff games.
- 2. RPS extracurricular activities, Band, Ag** - Students and staff will be trained in COVID19 safety protocols. All participants, coaches, and directors will follow rules established by the NMPED. Locker rooms and showers are currently closed by the New Mexico Public Education Department.
- 3. Elementary Physical Education and Athletics** - Physical education will be provided. Exercise hand sanitizer hygiene before and after participating. We will use outdoor activities as the weather permits and facilities allow.