



GALLUP-McKINLEY  
COUNTY SCHOOLS

# Re-entry Plan

Gallup-McKinley County Schools  
2020-2021



# Re-entry Plan Recommendations

Re-entry and plans are adjustable and can be influenced by a number of factors including:

- Changing health and safety guidelines
- Updated guidance from state and county officials
- Agreements with the District's labor union partners
- Resources available and feasibility of safely reopening schools



# Guiding Principles

## EDUCATIONAL – LEARNING

- Provide in-person instruction for all attending students as much as possible with high- risk students & families receiving priority placement.
- Provide a fully online (virtual) option for PreK-12 students.
- Be prepared to return to remote learning at any time due to COVID-19.

## HEALTH – SAFETY

- We will continue to follow requirements and consider guidance from the New Mexico Department of Health.

## SOCIAL EMOTIONAL

- Support social learning and interaction to the fullest extent while practicing social distancing.

## OPERATIONS

- Financial Resources
- Transportation
- Child Nutrition
- Student Activities
- Family Needs
- Communications
- Facilities and Grounds
- Technology



GALLUP-McKINLEY  
COUNTY SCHOOLS

# We are Prepared

## CATEGORY GREEN OR YELLOW

With Students In-Person and  
In-Buildings with Safety  
Protocols

Be Prepared to Return to  
Remote Learning at Anytime  
Due to COVID-19.

## CATEGORY RED

Students at Home

Daily Engaging In Online  
Learning



# Student's In-Person and In-Buildings with Safety Protocols

(Including remote learning if the District is required to close)

## CLASSROOMS

### Student and Parent/Caregiver Expectations

#### Parents/Caregivers

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100.4°F should stay home.
- Provide a mask/face covering for your student to wear while at school (a mask will be provided to students that forget their mask).

#### Students

- Wearing a mask/face covering is required for students, unless you have a documented medical requirement to not wear a mask/face covering. Masks/face covering are not required while eating and drinking.
- Wearing a mask is required when working directly with staff (I.e. one-on-one, small group instruction, etc.)
- Wearing a mask is required when working closely with other students in small groups or lab settings.
- Maintain maximum social distance from peers whenever possible.

### Staff Expectations

#### Certified & Classified Staff Members

- Ensure classroom setup of desks provides social distancing for students.
- Wear a mask/face covering at all times.
- Ensure students maintain social distance whenever possible.
- Provide reminders, issue warnings, contact parents/caregivers and report repeated violators to the office.
- Eliminate shared classroom materials.
- The District will provide in-person, face-to-face student to teacher learning opportunities for students who, under Free and Appropriate Public Education (FAPE) and/or the New Mexico Public Education Department (NM PED) communications are in pre-k through 3<sup>rd</sup> grade and/or have a disability at a ratio of 5(students):1(teacher). The District will continue to pursue ways to maximize in-person, face-to-face learning opportunities for students who cannot receive an education virtually.
- Ensure online teaching/instruction that is taking place off school grounds is provided through district laptops, that it is continually accessible and able to be monitored by administration to ensure teacher internet connectivity, consistency, and that necessary GMCS work is being done for all hours contracted and times assigned by the supervisor.
- Establish and hold accountable internet standards for teaching taking place at home to help ensure that there is not any learning loss due to connectivity or other issues.
- For teachers working from home, provide parents a tool to report any issues with teacher's internet connectivity.

#### Custodians/Janitors

- Disinfect classrooms based on the schedule provided by school administration.
- Sanitize restrooms twice a day.

#### Administration

- Establish health monitoring protocols.
- Ensure classrooms are socially distanced.
- Ensure classrooms are disinfected on a regular schedule.
- Ensure supplies are readily available for custodians and teaching staff.



# Student's In-Person and In-Buildings with Safety Protocols

(Including remote learning if the District is required to close)

## HALLWAYS, LOCKERS, AND COMMON AREAS

### Student and Parent/Caregiver Expectations

#### Parents/Caregivers

- Provide a mask/face covering for your student to wear while at school (a mask will be provided to students that forget their mask).
- Provide your student with a water bottle daily as access to water fountains will be limited to use with a water bottle or cup. Small cups will be available for use, and student can also use their water bottles.

#### Students

- Wearing a mask/face covering is required for students, unless you have a documented medical requirement to not wear a mask/face covering. Masks/face covering are not required while eating and drinking.
- Upon arrival to school report immediately to your classroom.
- Carry a water bottle as water fountains as access to water fountains will be limited to use with a water bottle or cup.
- Follow all signage in the hallways and common areas.
- Follow schedules as provided by staff for the building use of lockers and common areas.

### Staff Expectations

#### Certified & Classified Staff Members

- Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.

#### Custodians/Janitors

- Disinfect common areas based on a schedule provided by school administration.

#### Administration

- Ensure proper COVID signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.
- Implement staggered dismissal times if necessary to maximize social distancing and student safety.



# Student's In-Person and In-Buildings with Safety Protocols

(Including remote learning if the District is required to close)

## DROPOFF, PICK UP, AND VISITORS

### Student and Parent/Caregiver Expectations

#### Parents/Caregivers

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100.4°F should stay home.
- Provide a mask/face covering for your student to wear while at school (a mask will be provided to students that forget their mask).
- Limit visits to school as much as possible.
- Follow posted guidelines and read all signage whenever entering the building.
- Wearing a mask is required when entering the building.
- All visitors to our District buildings during the school day will have their temperatures taken by a member of our staff. Visitors with temperatures 100.4°F or higher will not be permitted to enter the building.

#### Students

- Wearing a mask/face covering is required for students, unless you have a documented medical requirement to not wear a mask/face covering. Masks/face covering are not required while eating and drinking.
- Report directly to your assigned classroom/area upon arrival to school.
- Maintain maximum social distance from peers whenever possible in hallways, common areas, offices, etc.

### Staff Expectations

#### Certified & Classified Staff Members

- Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.

#### Custodians/Janitors

- Disinfect common areas based on a schedule provided by school administration.

#### Administration

- Follow the established health monitoring protocols provided by the District Office.
- Ensure adequate supervision is available in bus lots, in parking lots, and in common areas of the building.
- Ensure proper COVID signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians/janitors.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators.
- Eliminate parent and community volunteers to ensure safety and health of students and staff.
- Implement staggered dismissal times if necessary to maximize social distancing and student safety.



# Student's In-Person and In-Buildings with Safety Protocols

(Including remote learning if the District is required to close)

## TRANSPORTATION

### Student and Parent/Caregiver Expectations

#### Parents/Caregivers

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100.4°F should stay home.
- Provide a mask/face covering for your student to wear while at school (a mask will be provided to students that forget their mask).

#### Students

- Maintain appropriate social distances while at the bus stop, in bus lots, and while entering the building.
- Have your temperature taken before you get on the bus.
- Sit two (2) per seat on the bus and sit in your assigned seat.
- Wear a mask/face covering while riding the bus.
- Remain seated, facing forward while riding the bus.
- All students must sanitize their hands before entering the bus.

### Staff Expectations

#### Driver

- Wear a mask/face covering at all times.
- Provide reminders to students of bus expectations – 2 per seat, wearing masks/face covering, seated facing forward.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.
- Ensure the bus is disinfected following outlined safety protocols.

#### School/District Administration

- Monitor drop off and dismissal to ensure students do not congregate in groups.
- Provide consequences including loss of privilege to ride the bus to those who violate rules.
- Establish parking protocols for high school students who wish to drive to school.





# Student's In-Person and In-Buildings with Safety Protocols

(Including remote learning if the District is required to close)

## MEETINGS AND CONFERENCES

### Student and Parent/Caregiver Expectations

#### Parents/Caregiver

- Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform.
- In person meetings should follow appropriate social distancing protocols and it is required masks/face coverings be worn at all times.
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100.4°F or showing other symptoms.

#### Students

- Participate in meetings as requested by parents/caregivers or school staff.
- Follow social distancing protocols.
- Wearing a mask/face covering is required for students, unless you have a documented medical requirement to not wear a mask/face covering. Masks/face covering are not required while eating and drinking.

### Staff Expectations

#### Certified & Classified Staff Members

- When possible, attend meetings from the classroom using video technology.
- Masks/face coverings are required when attending conferences or meetings.

#### Custodians/Janitors

- Clean and disinfect conference rooms after meetings as scheduled by school administration.

#### Administration

- Provide parents/caregivers with options for in-person, phone, or video conferencing.
- Ensure social distancing guidelines are followed as much as possible when in-person meetings are held.
- Ensure physical space used for meetings allows for distancing guidelines.



# Student's In-Person and In-Buildings with Safety Protocols

(Including remote learning if the District is required to close)

## HEALTH SERVICES

### Student and Parent/Caregiver Expectations

#### Parents/Caregivers

- Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100.4°F should stay home.
- Provide a mask/face covering for your student to wear while at school. Ensure contact information is up to date in the event the nurse needs to contact home (a mask will be provided to students that forget their mask).
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

#### Students

- Use designated entrances and exits to the office.
- Following social distancing protocols as much as possible when in office.
- Wearing a mask/face covering is required for students, unless you have a documented medical requirement to not wear a mask/face covering. Masks/face covering are not required while eating and drinking.

### Staff Expectations

#### Nurse/Clinic Staff

- Wear a mask/face covering at all times.
- Ensure the workspace is kept clean and sanitized.
- Ensure social distancing protocols are followed whenever possible.
- Isolate students who are showing symptoms to a separate area away from other students already in the clinic.
- Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms.

#### Custodians/Janitors

- Disinfect clinic based on schedule provided by school administration.
- Disinfect the isolation area after students who utilize the area have left the building.

#### Administration

- Install barriers as needed to protect employees working in the clinic.
- Ensure proper COVID signage is installed.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly socially distanced.
- Ensure the student isolation area is properly supervised when in use.
- Establish a Quarantine Room for students who are ill and are awaiting their parents.



# Student's In-Person and In-Buildings with Safety Protocols

(Including remote learning if the District is required to close)

## RESTROOMS

### Student and Parent/Caregiver Expectations

#### Parents/Caregivers

- Provide a mask/face covering for your student to wear while at school (a mask will be provided to students that forget their mask).
- Discuss all safety protocols with child(ren) including proper handwashing techniques.

#### Students

- Wearing a mask/face covering is required for students, unless you have a documented medical requirement to not wear a mask/face covering. Masks/face covering are not required while eating and drinking.
- Follow all signage in the hallways, common areas and restrooms.

### Staff Expectations

#### Certified & Classified Staff Members

- Assist in supervision of restrooms, hallways, and common areas between classes.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.

#### Custodians/Janitors

- Disinfect restrooms twice a day or more based on schedule provided by school administration.

#### Administration

- Ensure proper COVID signage is installed in hallways, common areas and restrooms.
- Ensure supplies are readily available for custodians/janitors.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators.
- Provide supervision of restrooms to ensure limited numbers of students are in restrooms at the same time.
- Establish a schedule for class restroom breaks.



# Student's In-Person and In-Buildings with Safety Protocols

(Including remote learning if the District is required to close)

## FOOD SERVICES

### Student and Parent/Caregiver Expectations

#### Parents/Caregivers

- Provide a mask/face covering for your student to wear while at school (a mask will be provided to students that forget their mask).

#### Students

- Wearing a mask/face covering is required for students, unless you have a documented medical requirement to not wear a mask/face covering. Masks/face covering are not required while eating and drinking.
- Wash hands with soap and water or use hand sanitizer before and after eating.
- Breakfast and lunch schedule provided by the building principal. Follow the scheduled provided.
- Sit in designated seats.
- Follow guidelines for restroom use during lunch periods.
- Follow social distancing guidelines as much as possible while eating breakfast or lunch.

### Staff Expectations

#### Certified & Classified Staff Members

- Supervise designated eating areas to ensure students are properly socially distanced.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated violators to the office.
- Wear a mask/face covering at all times.
- Use staggered entrance and dismissal to ensure social distancing at the end of lunch.

#### Custodians/Janitors

- Disinfect restrooms and common spaces per administration's schedule.

#### Cafeteria Staff

- Wear masks/face covering at all times.
- Clean and disinfect serving areas and move tables between lunches.
- Serve all food to students. (Students will not self-serve items as they have in the past.)

#### Administration

- Ensure enough supervision is provided to ensure proper social distancing can be practiced.
- Ensure supplies are readily available for custodians/janitors.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated violators.



# Student's In-Person and In-Buildings with Safety Protocols

(Including remote learning if the District is required to close)

## OFFICE

### Student and Parent/Caregiver Expectations

#### Parents/Caregivers

- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100.4°F or showing other symptoms.
- Wearing a mask/face covering is required for students, unless you have a documented medical requirement to not wear a mask/face covering. Masks/face covering are not required while eating and drinking.
- In-person office visits should follow appropriate social distancing protocols.

#### Students

- Use designated entrances and exits to the office.
- Following social distancing protocols as much as possible when in office.
- Wearing a mask/face covering is required for students, unless you have a documented medical requirement to not wear a mask/face covering. Masks/face covering are not required while eating and drinking.

### Staff Expectations

#### Certified & Classified Staff Members

- Wearing a mask/face covering is required at all times.
- Follow social distancing protocols.

#### Office Staff

- Monitor and control the number of people in the office at any one time.
- Ensure social distancing guidelines are followed as much as possible when in-person meetings are held.
- Wearing a mask/face covering is required at all times.

#### Custodians/Janitors

- Disinfect office based on schedule provided by school administration.

#### Administration

- Install barriers to protect employees working in the main office.
- Eliminate community and parent volunteers to ensure safety of all students.
- Ensure proper COVID signage is installed in the office and leading into the office.
- Ensure regular cleaning and disinfecting takes place in the office area.



# Student's In-Person and In-Buildings with Safety Protocols

(Including remote learning if the District is required to close)

## REMOTE LEARNING

### Student and Parent/Caregiver Expectations

#### Parents/Caregivers

- Monitor student progress on coursework.
- Developing a "school schedule" is recommended to keep routines in place for students while working from home.
- Communicate questions and concerns immediately to staff.
- Report technology issues immediately to school staff.

#### Students

- Following a regular "school schedule" is recommended to help keep routines in place for students while working from home.
- Communicate questions and concerns immediately to teachers.
- Participate in virtual sessions with teachers as scheduled.
- Watch lessons provided by teachers and complete assignments according to timelines.
- Understand that expectations are the same for remote learning as they are/would be for in-person learning.
- Attend all classes according to the schedule provided. Attendance is required.
- Follow all code of conduct and rules in remote learning. All rules from in-person learning apply to remote learning.

### Staff Expectations

#### Teachers/Assistants

- Create interactive lessons that are engaging for students using a variety of strategies.
- Be available for office hours, one session will be available in the morning and one in the afternoon.
- Use Microsoft Teams and Microsoft Classroom as the platform for all assignments, links to resources, etc.
- Grade work in a timely manner and provide feedback to students on assignments. Enter two (2) grades per student, per week.

NOTE- Where feasible and safe as determined by administration, staff may bring their child to work under strict protocol based on the work space and other factors.

#### Technology Department

- Provide help desk assistance when technology issues occur.

#### Administration

- Ensure each student has a device at home.
- Monitor and assist teachers in the delivery of content for students.
- Implement appropriate grading procedures for remote learning.