

Hobbs Municipal Schools Reentry Guidelines

[NM PED updated toolkit](#)
[NMPED Reentry V3](#)

The NM Public Education Department requires each school district comply with eight minimum requirements for reentry:

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. 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.
6. For transportation, all staff and students must wear masks. In addition:
 - a. A maximum of two students may sit together on a bus seat.
 - b. Schools in the yellow category should take all reasonable steps to limit bus seats to one student to the best of their ability.
8. Meals must be provided to students during in-person instruction and remote learning.

Before leaving home:

Parents:

Updated 02/03/2021

- Parent checks the child for symptoms, in the event of a temperature 100.4, keep the child home until symptoms subside for 48 hours; contact the school office to report the absence ; Complete the Ruvna self-screening for each student; provide to school staff upon arrival.
- Have your child wash their hands just prior to leaving home
- Please send your child to school with a face covering
- A bottle of water will be provided for each student daily. It is not necessary to bring a water bottle from home. Refilling of water bottles will be done by staff throughout the day as needed, students will not be allowed to drink directly from the fountain.
- Check their materials and confirm they have the items needed for the day; as requested by your school (homework,laptop, and supplies). This will avoid multiple trips to the campus throughout the day.

Staff

- Staff: Check yourself for symptoms, in the event of a temperature 100.4, stay home until your symptoms subside for 72 hours and call your principal to report your absence. Complete the Ruvna self-screening; provide for entry to buildings within the district.

Riding the Bus:

Parents:

- Parents wait at bus stop with students until your child has cleared the screening
- To avoid grouping of students, stay in the car or stand at least 6' apart while waiting for bus arrival to minimize grouping of children from different households.
- Temperature checks are required before a student may load in the morning. Any temperature of 100.4 or higher will need to return home with their parents. If a parent has the Ruvna screener QR code they may show it to the driver for clearance.
- Hand sanitizer will be used as students enter the bus and leave the bus.
- Buses will establish loading and unloading practices to limit the direct person to person contact; students sit in assigned seating; No more than 2 students per seat
- Face coverings (masks, are required for all students and staff while riding the bus, Buses will be disinfected between routes and at the end of the day
- Bus attendants are employees of the bus contractors

Staff:

Updated 02/03/2021

- Meet buses as usual. Verify students in Ruvna for arrival. The student will follow the breakfast procedures set in place at the school.

Entering the School Building:

Parents:

- Follow the campus plan for drop off. Temperatures will be checked before or as students enter the building by multiple staff at multiple locations. Anyone with 100.4 will be escorted to the isolation room, there the assigned staff will notify the nurse and principal. Do not leave the student alone. Parent will be called to come and take the student home and follow the 72 hours without symptoms rule.
- Elementary buildings will be open at 7:45 am.
- MS will open at staggered start times 6th grade at 7:50; 7th grade at 8:00; and 8th grade at 8:10 a.m.
- Freshman Campus will open 7:40am
- High School buildings will be open at 8:20 am.
- Contact individual campus for specific arrival and dismissal times.
- Appropriate masks are required for all students and staff except while eating, drinking..
- Temperature checks are required of staff as they complete the Ruvna screening. Any temperature of 100.4 or higher will be isolated and sent home. (confidentiality will be maintained)
- Screen all students to the extent practical. In the event the child displays symptoms, including a temperature of 100.4. Student will be isolated until they can return home.
 - Consider safety and privacy concerns (confidentiality will be maintained).
- Follow marked spaced lines to enter the building and designated entrance and exit flow paths
- Essential visitors must call school office before entering; screening and face covering will be required
- Large group gatherings will be avoided
- Restrictions for nonessential visitors and volunteers
- Students or staff who feel ill after coming to school will be isolated until they can return home
- **Visitors: Please call the campus for guidance on essential visitors. Essential visitors must be screened for temperature and symptoms first. Visitors must wear a mask.**

Staff:

- Have visible signage throughout the building about distancing, hand washing, symptoms
- Have students wash hands after students enter the classroom and put away their backpacks, if the backpacks are being placed in a shared location monitor the number of students by sending small groups at a time and at the sink, Staff will fill water bottles as needed. A bottle of water will be provided for each student daily. It is not necessary to

bring a water bottle from home. Refilling of water bottles will be done by staff throughout the day as needed, do not allow students to drink directly from the water fountains.

- Have seating charts indicating cohort assigned seats.
- Avoid social gatherings
- Surveillance testing 25% weekly if county is in Red while in hybrid
- Surveillance testing 12.5% weekly if county Green/Yellow while in hybrid
- Surveillance Testing 10% weekly if while in remote

Transitioning & Gatherings:

- Hallways will have lanes as flow paths to keep students separated
- Class changes will be monitored to decrease the number of students in hallways
- Same groups of students will stay with the same staff as much as practical.
- Large group gatherings will be avoided and discouraged (especially in parking lots, common areas, and during transitions)
- Recess will be staggered to reduce the numbers of students together at a given time
- Classrooms will follow the 6' distancing and 50% of campus enrollment
- Extracurricular activities will follow the NMAA guidelines
- Every school will have signage as reminders of proper hygiene information and possible symptoms.
- Have visible signage throughout the building about distancing, hand washing, symptoms
- Monitor distancing and train students on the flow of paths throughout the building, staff need to model this as well
- Recess is allowed with masks, students will remain with their assigned groups and maintain appropriate distancing, provide ideas of games for this time, one group on the playground equipment per break (use a rotating schedule to allow for each room to have a turn through the week) district maintenance will spray it throughout the month, no additional wiping after each use is required due to the sun, a recess duty schedule will be provide so that non-duty teachers have a break
- Monitor and organize the congested times of the day, entering and exiting the building can be staggered

Meals:

- Meals will be provided for every student every day (even when learning from home) current meal times for remote students are 11:00am-1:00pm. On campus students will follow building lunch schedules.
- Disposable plates, utensils, etc. will be used
- Cafeteria and serving lines will be marked with designated entrance and exit flow paths.
- Lunches from home may be brought to school with the child.

- Cafeterias will be cleaned after each serving and throughout the day.
- Elementary students will eat in designated areas depending on social distancing protocols at each campus.
- Secondary students will eat in designated areas depending on social distancing protocols at each campus.
- Buses will deliver lunches to designated areas for students in remote areas.
- Hand washing/sanitizing will be scheduled before eating. Empty trash from classrooms following each meal. If using the cafeteria, continue to follow social distancing protocols.
- Staff will have a lunch break as their duty schedule allows, they may leave the building for food, continue to maintain hand washing and wearing of mask upon return.

Practicing Prevention:

- Good hygiene measures will be taught, reinforced, and incorporated into the daily schedule (hand washing, covering coughs, appropriate masks)- this will be noted in teacher lesson plans
- Hand soap and hand sanitizer are provided
 - Hand sanitizer is applied as students arrive for the day; frequent washing of hands will be a priority;
 - Handwashing/sanitization will be scheduled after recesses, before lunch, and restroom breaks
 - Classrooms will be equipped with a disinfectant kit – which includes: spray bottle, disposable towels, gloves and disposable masks to be used throughout the day. All desks, chairs, and tables will be wiped down after use and before the next group, teachers can spray the desks and age appropriate students may wipe them with a paper towel that can be thrown in the trashcan on their way out of the classroom.
- Frequently touched surfaces will be cleaned/disinfected as scheduled.
- A bottle of water will be provided for each student daily. It is not necessary to bring a water bottle from home. Refilling of water bottles will be done by staff throughout the day as needed, do not allow students to drink directly from the water fountains.
- Deep cleanings of schools will occur on Wednesdays and Saturdays and additional times as needed.
- A weekly sanitation log will be kept in each space.

Temporary Closures:

- Instruction would continue remotely.
- Identified area and/or school closing will occur as appropriate when a positive COVID 19 case has been identified. Reentry of the space will occur upon completion of cleaning and sanitization according to the DOH guidelines.
- When possible, wait 24 hours and then clean and disinfect the campus. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- Positive COVID cases will not return until they have met NMDOH criteria to discontinue home isolation.

- Timely inform those who have had close contact to a positive COVID-19 case to stay home and follow NMDOH guidance if symptoms develop. If a person does not have symptoms, follow appropriate NMDOH guidance for home quarantine. (14 day quarantine for close contacts)
- If the school is closed due to a positive COVID-19 test, the campus will be closed and disinfected prior to reopening and follow appropriate NMDOH Guidelines.
- If the school is closed due to multiple rapid responses students will go to a full remote learning model In the event of a classroom, building, district closure all instruction would convert to the remote model.[HMS COVID 19 protocols](#) see appendix for complete document
- [HMS COVID 19 Process Map](#) see appendix for complete document

Teaching and Learning:

Hobbs Municipal Schools will offer a choice of two learning models for the 2020-21 school year: A Hybrid Learning model and a full online model called HOLA. Please see details in each section below.

2020-21 HYBRID Learning Model

What is a Hybrid Learning Model: Hybrid Learning is a model that allows students to receive both face-to-face and remote learning at home.

- For students in PreK -12th grades students will be divided into Group A and Group B; Group A students will attend school on a regular schedule on Monday and Tuesday and learn at home remote learning on Thursday and Friday. Group B will attend school on Thursday and Friday and remote learning on Monday and Tuesday. Wednesdays will be reserved for remote learning..

Updated timelines for hybrid reentry

- Feb 8th & 9th Group A Elem- Secondary Staff walk-through procedures
- Feb 10th Parent Conference (preferred virtual)
- Feb 11th Group B Elem, Group A, Grades 6, 9, 10 -school orientations
- Feb 12th Group B Elem, Group B Grades 6, 9, 10 -school orientations
- Feb 15th Presidents Day Holiday- no school

- Feb 16th & 17th Group A all grades- Full day no early release on Wednesday
- Feb. 18th & 19th Group B all grades

Hybrid/HOLA Learning model switch: Advertise Feb. 22nd-26th; changes requested March 1st-5th; Changes made March 8th-12th; - March 15th schedules active and remain until the end of the school year.

Students were grouped on an A or B schedule with considerations to keep families on the same schedule.

PK	K-3 rd	4 th & 5 th	6 th -8 th	9 th -12 th
In Person Days	In Person Days	In Person Days	In Person Days	In Person Days
Pre-K services will continue face-to-face Hybrid with Group A two days a week and Group B two days per week Pre-K reentry plan Feb. 8th hybrid learning model will begin	-Direct instruction with classroom teacher daily with priority given to ELA and Math. Live zooms and/or recorded lessons provided for those not in class Monday, Tuesday, Thursday and Friday as well as Tiered Interventions Feb. 8th hybrid learning model will begin	-Direct instruction with classroom teacher daily with priority given to ELA and Math. Live zooms and/or recorded lessons provided for those not in class Monday, Tuesday, Thursday and Friday as well as Tiered interventions Feb. 8th hybrid learning model will begin	Follow daily schedule for all subjects. District curriculum guides will follow the district pacing guide and utilize Edgenuity and google classroom as resources	Follow daily schedule for all subjects. District curriculum guides will follow the district pacing guide and utilize Edgenuity and google classroom as resources.

Wednesdays	Wednesdays	Wednesdays	Wednesdays	Wednesdays
	Take home items: Studies weekly, Quaver Music, MYON, foundational skills practice, handwriting teachers available for office hours	Take home items: Studies weekly, Quaver Music, MYON, foundational skills practice, teachers available for office hours	Continue Edgenuity CourseWare assignments- teachers available for office hours	Continue Edgenuity CourseWare assignments- teachers available for office hours
	instructional support time- on campus	At Home Days (Remote Learning)	At Home Days (Remote Learning)	At Home Days (Remote Learning)
instruction with classroom teacher daily with priority given to ELA and Math. Live zooms and/or recorded lessons provided for those not in class Monday, Tuesday, Thursday and Friday	instruction with classroom teacher daily with priority given to ELA and Math. Live zooms and/or recorded lessons provided for those not in class Monday, Tuesday, Thursday and Friday as well as Tiered Interventions	instruction with classroom teacher daily with priority given to ELA and Math. Live zooms and/or recorded lessons provided for those not in class Monday, Tuesday, Thursday and Friday as well as Tiered Interventions	Assignments assigned daily: Courseware: Follow the weekly lesson plan for all aligned subjects. All lesson will be assigned under the direction of the classroom teacher	Assignments assigned daily: Courseware: Follow the weekly lesson plan for all aligned subjects. All lesson will be assigned under the direction of the classroom teacher
Recess	Scheduled with a rotating duty teacher for outside or inside the classroom as weather permits. Following social distancing guidelines.			
Breakfast/Lunch	Utilize designated eating areas following social distancing protocols. Rotating teacher duty schedule for teachers to eat lunch			
Grades	Grades will be taken from instruction in ELA and Math per district	Grades will be taken from instruction in ELA and Math per district	Assignments and grading through Classroom instruction	Assignments and grading through Classroom instruction

	grading policy. S, I, and U for Social Studies/Science	grading policy. S, I, and U for Social Studies/Science	and Edgenuity Courseware Software- Grades reported per HMS policies and imported to Skyward gradebook	and Edgenuity Courseware Software- Grades reported per HMS policies and imported to Skyward gradebook
Special Education Services	For the Special Education Schedule please click on the link or see appendix for complete document SPED Reentry Students will continue to receive IEP Services. D-Level Students will attend school Monday, Tuesday, Thursday, Friday			
English Language Learner Services	Screening and Services for ELLs will be scheduled accordingly EL reentry see appendix for complete document.			
iStation (Reading) Waggle (Math)	iStation/Waggle Beginning of the Year (BOY) (MOY) & (EOY) assessments will be administered in September, January, May to all students. iStation/Math Growth Assessments activities will be available following this assessment.			
Social and Emotional Learning	Ensure students and parents that necessary precautions are being taken. Build relationships with parents and students that help them feel safe and cared for. Social workers and counselors are on staff to help support additional needs. Specifically for students in High School: It is important that academic advisement continue in order to ensure that all High School students acquire graduation credits. Each High School campus has a grade-level specific academic counselor that will maintain communication with classroom teachers, support staff, and attendance clerks in order to support students. Counselors will be available during normal business hours 7:50am- 3:50pm.			
PE, Art, Music, Library and Computer Lab	Elementary: During the Hybrid model specials will occur as follows: PE activities will occur along with recess. Music and Art lessons will be part of the online opportunities. Library books will be provided through MyOn program.		6th-12th: Students will follow regular class schedules while on campus.	

<p>First 3 days of school:</p> <p>August 5 August 6 August 7</p>	<p>Parents will be invited by their campus to attend in small groups from August 5th - August 7th.</p> <ul style="list-style-type: none"> ● Elementary Orientation will be scheduled for the AM and Secondary Orientation for the PM. Discussions will include how drop-off and pick-up works, safety measures, expectations for on-line software access and usage. ● Elementary teachers will participate in Professional Development in the PM ● Secondary teachers will participate in Professional Development in the AM 	
Aug. 10 th -14 th	Paper packets distributed to All students	
Aug. 17 th	First Day of Online Learning see above Hybrid schedule for returning to Hybrid in Spring	
Aug. 31 st		
<p>Monday Holidays</p> <p>Feb. 15th April 5th</p>	<p>While in Hybrid model, the Monday holidays will affect the group learning days in the following ways:</p> <p>Pre K, K-3 and D-Level students will attend Tuesday-Friday-</p> <p>Students in Group A will attend Tuesday & Wednesday</p> <p>Students in Group B will attend Thursday & Friday</p> <p>information will be communicate regarding specific groups</p>	
Athletics	<p>Follow NMAA Guidelines</p> <p>NMACT.org</p>	
Student Laptop Distribution at HMS training center	<ul style="list-style-type: none"> ● August 10th High School Students @ Training Center (2100 East Sanger). ● August 11th Middle School Students @ Training Center (2100 East Sanger). ● August 12th Elementary School Students @ Training Center (2100 East Sanger) <p>update: Computer Aided Instruction is available Tuesdays and Thursdays 9am-1pm @ Training Center (2100 East Sanger).</p>	
Staff Training	<p>July and August Trainings Calendar see Appendix for complete document</p> <p>Each campus will document staff training hours to fulfill Extended Learning Time Program (reported in STARS during appropriate reporting windows-80 hours required)</p>	

<p>Parent Communication</p>	<p>Communication is vital. Each campus will continue to utilize the following: Peach Jar, School messenger, Class Dojo, Google Classroom, Message Center within Edgenuity, teacher and admin email, phone calls, social media sites, and school websites. The district will continue to utilize school messenger, admin emails, phone calls and social media sites to communicate vital information. It is the goal of HMS to return communication within 24 hours in order to support parents and students. The expectation is that teachers maintain communication with each family at least once weekly. In addition to typical communication, HMS will continue to utilize the Superintendents Equity Council in district decision making and planning to ensure equity. For Emergency situations please refer to HMS COVID 19 Process Map and Administrator scripts for staff communication included in the Appendix.</p>
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2020-21 HOLA –Hobbs Online Academy

What is a HOLA: Hobbs Online Academy- Hobbs Municipal schools is offering a complete online school for students who wish to remain at home and not return to school. These students will remain enrolled in the Hobbs Municipal Schools and be afforded all of the benefits that Hobbs Schools has to offer. This is a viable option for parents who wish for their student to be educated from home. Students will remain enrolled with HMS utilizing our digital curriculum through Edgenuity and is an accredited program, at no cost to families.

PK	K-3 rd	4 th & 5 th	6 th -12 th	See HOLA Handbook (link)
Not available	Available- but not recommended	Available- Reading, Math, Social Studies, Science	Available- see menu of course selections including electives	
	Daily assignments via live zoom or recorded lessons via Hobbs teacher	Daily assignments via live zoom or recorded lessons via Hobbs teacher	Daily assignments and grading through the Edgenuity Courseware Software- Grades reported through HMS policies and imported to Skyward gradebook	
			Prerecorded lessons in the Edgenuity Courseware software	

			are presented by virtual teachers and progress is monitored by HMS Teachers	
iStation (Reading) Waggle (Math)	IStation/Waggle Beginning of the Year (BOY) (MOY) & (EOY) assessments will be administered in September, January, May to all students. IStation/Math Growth Assessments activities will be available following this assessment.			
Breakfast and Lunch	All HMS students will receive meals by following the meal pickup schedule at the nearest campus or remote location.			
Special Education services	For the Special Education Schedule please click on the link or see appendix for complete document SPED Reentry Plan Students will continue to receive IEP Services. D-Level Students will attend school Monday, Tuesday, Thursday, Friday			
English Language Learner services	Screening and Services for ELLs will be scheduled accordingly EL reentry see appendix for complete document			
Assessments	State Assessments will be determined by the New Mexico Public Education Department. Hobbs Municipal Schools will use local assessments this year to support student learning. State Assessments are optional for this year only.			
Holidays	Monday Holiday: Group A: Attend Tuesday & Wednesday; Group B: Thursday & Friday Friday Holiday: Group A: Attend Monday & Tuesday; Group B: Wednesday & Thursday			
Parent and Student Orientation	HOLA parent orientation Aug. 5 th -7 th via zoom. Sessions were recorded and placed on social media sites for parents to view.			
Athletics	Follow NMAA Guidelines			
Student Laptop Distribution	<ul style="list-style-type: none"> ● August 10th High School Students @ Training Center (2100 East Sanger). ● August 11th Middle School Students @ Training Center (2100 East Sanger). ● August 12th Elementary School Students @ Training Center (2100 East Sanger) 			

	<p>update:</p> <ul style="list-style-type: none"> • Computer Aided Instruction is available Tuesdays and Thursdays 9am-1pm @ Training Center (2100 East Sanger).
Duration	Entire year- If a parents want to return to the hybrid (face-to-face model) HMS asks that students stay in HOLA for at least a nine week grading period
Staff Training	July and August Trainings Calendar see Appendix for complete document Each campus will document staff training hours to fulfill Extended Learning Time Obligations (reported in STARS during appropriate reporting windows-80 hours required)
Parent Communications	<p>Communication is vital. Each campus will continue to utilize the following: Peach Jar, School messenger, Class Dojo, Google Classroom, Message Center within Edgenuity, teacher and admin email, phone calls, social media sites, and school websites. The district will continue to utilize school messenger, admin emails, phone calls and social media sites to communicate vital information. It is the goal of HMS to return communication within 24 hours in order to support parents and students. The expectation is that teachers maintain communication with each family at least once weekly. In addition to typical communication, HMS will continue to utilize the Superintendents Equity Council in district decision making and planning to ensure equity.</p> <p>For Emergency situations please refer to HMS COVID 19 Process Map and Administrator scripts for staff communication included in the Appendix.</p>

Full Online closure Due to Pandemic

Full Online due to Pandemic: In the event that HMS is required to implement a full closure model, students will receive all instruction in an online format.

PK	K-3 rd	4 th & 5 th	6 th -12 th
Not available	Full OnLine Reading, Math, Social Studies, Science	Full OnLine Reading, Math, Social Studies, Science	Full OnLine Course schedule

	Assignments viewable through Google Classroom or Google virtual classroom.	Assignments and grading through the Edgenuity Courseware Software- Grades reported through HMS policies	
Breakfast and Lunch	Meals will continue to be provided on a grab and go schedule.		
Special Education Services	For the Special Education Schedule please click on the link or see appendix for complete document SPED Reentry Plan Students will continue to receive IEP Services. D-Level Students will attend school Monday, Tuesday, Thursday, Friday		
English Language Learner Services	Screening and Services for ELLs will be scheduled accordingly EL reentry see appendix for complete document		
Parent Communications	Communication is vital. Each campus will continue to utilize the following: Peach Jar, School messenger, Class Dojo, Google Classroom, Message Center within Edgenuity, teacher and admin email, phone calls, social media sites, and school websites. The district will continue to utilize school messenger, admin emails, phone calls and social media sites to communicate vital information. It is the goal of HMS to return communication within 24 hours in order to support parents and students. The expectation is that teachers maintain communication and make personal contacts with each family at least once weekly. In addition to typical communication, HMS will continue to utilize the Superintendents Equity Council in district decision making and planning to ensure equity. For Emergency situation please refer to HMS COVID 19 Process Map and Administrator scripts for staff communication included in the Appendix.		