

## NM Public Education Department

### Supplemental Local Educational Agency (LEA) Assurances for the Application for receipt of award authorized by the ARP ESSER III Fund, Index 24330 related to the required LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

New Mexico School for the Arts

Name of LEA

The LEA provides the following assurances to the New Mexico Public Education Department (NMPED) as the State Educational Agency (SEA), related to the LEA Plan for Safe Return to In-Person Instruction and Continuity of Services required in Section 2001(i)(1) of the ARP Act. Check all that apply in the relevant column. If an LEA is unable to check one or more of the boxes in the relevant column, the SEA will work with the LEA and take steps, as appropriate, to ensure compliance.

Reentry plans submitted last school year and approved by PED can be used for this purpose if the LEA received public comment in the development of that plan and took those comments into consideration when developing the plan. Last year's reentry plans do not have to meet all of the requirements outlined in the footnote on the following page. If an LEA did not receive public comment and take those comments into consideration when developing their reentry plan last year, the LEA will be required to develop an updated plan that meets the requirements outlined in the footnote on the following page.


**If the LEA is submitting a plan developed prior to the enactment of ARPA on March 11, 2021**

**If the LEA is submitting a plan developed after the enactment of ARPA on March 11, 2021**

- The LEA developed a plan for the safe return to in-person instruction and continuity of service prior to the enactment of The American Rescue Plan (ARP) Act of 2021, Public Law 117-2 on March 11, 2021; (eg: the PED Reentry plan approved last year will meet this requirement)
- The LEA sought public comment on the plan at the time the plan was developed;
- The LEA took public comments into account in the development of the plan;

- The LEA developed a plan for the safe return to in-person instruction and continuity of service, and the plan meets the requirements outlined in the ARP Act<sup>1</sup>
- The LEA sought public comment on the plan;
- The LEA took public comments into account in the development of the plan;

**The LEA, through its duly authorized representative named below, agrees to these assurances, and certifies that the information contained in these assurances is complete and correct to the best of the signatory's knowledge and belief, and such information may be relied upon by New Mexico Public Education Department and the U.S. Department of Education.**

	New Mexico School for the Arts
Signature of Superintendent or Charter School Director	Name of LEA
Eric Crites, Head of School	6/17/2021
Printed Name of Superintendent or Charter School Director	Date

<sup>1</sup> LEA Plan for Safe Return to In-Person Instruction and Continuity of Services.

(a) An LEA must describe in its plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services—

(i) how it will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:

(A) Universal and correct wearing of masks.

(B) Modifying facilities to allow for physical distancing (e.g., use of cohorts/ podding).

(C) Handwashing and respiratory etiquette.

(D) Cleaning and maintaining healthy facilities, including improving ventilation.

(E) Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.

(F) Diagnostic and screening testing.

(G) Efforts to provide vaccinations to school communities.

(H) Appropriate accommodations for children with disabilities with respect to health and safety policies. (I) Coordination with State and local health officials.

(ii) how it will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.

(b)(i) During the period of the ARP ESSER award established in section 2001(a) of the ARP Act, an LEA must regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services.

(ii) In determining whether revisions are necessary, and in making any revisions, the LEA must seek public input and take such input into account.

(iii) If at the time the LEA revises its plan the CDC has updated its guidance on reopening schools, the revised plan must address the extent to which the LEA has adopted policies, and describe any such policies, for each of the updated safety recommendations.

(c) If an LEA developed a plan prior to enactment of the ARP Act that meets the statutory requirements of section 2001(i)(1) and (2) of the ARP Act but does not address all the requirements in paragraph (a), the LEA must, pursuant to paragraph (b), revise and post its plan no later than six months after receiving its ARP ESSER funds to meet the requirements in paragraph (a).

(d) An LEA's plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services must be—

(i) In an understandable and uniform format;

(ii) To the extent practicable, written in a language that parents can understand or, if it is not practicable to provide written translations to a parent with limited English proficiency, be orally translated for such parent; and

(iii) Upon request by a parent who is an individual with a disability as defined by the ADA, provided in an alternative format accessible to that parent.



New Mexico's Public High School for the Arts

*Disponible en español en la pagina 11.*

March 12, 2021

Dear NMSA Community,

We recognize that the announcement Monday that all New Mexico public schools would reopen in "full reentry" mode by April 5 came as a surprise. We greatly appreciate your patience this week as we have worked on adjusting plans and communicating those out to our students, families, and staff. What follows is an update (it's a long one!) on all the details of reentry that we have in place at this time. We will share more details in the coming weeks as we finalize all of our preparations. We are excited beyond words to welcome students to campus on April 5!

Please do not hesitate to reach out with any questions or concerns.

Sincerely,

Eric Crites, Head of School  
[ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org)

Chelamia Quintana, Principal  
[cquintana@nmschoolforthearts.org](mailto:cquintana@nmschoolforthearts.org)

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## FORM FOR ENROLLING IN ON-CAMPUS OR REMOTE MODE & SAFETY AGREEMENT

Each student will enroll in either the On-Campus or Remote program. We know that on-campus instruction is the "gold standard" and we encourage everyone who can participate on campus to select the On-Campus Program. We also recognize that, due to distance or health concerns, you may need to select the Remote Program. In order for us to be able to manage our school program, we need to know who to expect on campus on a regular basis. For that reason, students should plan to stick to being either On-Campus or Remote--please do not switch back and forth on a day-to-day basis. We also recognize that circumstances may change, so if you do need to switch your enrollment between On-Campus and Remote, we will work with you. We ask that you communicate with the attendance office if you wish to change your enrollment at a future date ([attendance@nmschoolforthearts.org](mailto:attendance@nmschoolforthearts.org)).

If you need assistance with your enrollment in the On-Campus or Remote Programs due to special circumstances that are beyond your control (distance, transportation, etc.), please

## NEW MEXICO SCHOOL FOR THE ARTS

contact Eric Crites at 505-310-4194 or [ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org). Responses may be delayed during spring break--thank you for understanding.

Click here to complete the form:

[https://docs.google.com/forms/d/e/1FAIpQLSfHRIFA7DD5f206iHapFp41SrtyTleBD6cNp3cTcP4OB1eJaw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfHRIFA7DD5f206iHapFp41SrtyTleBD6cNp3cTcP4OB1eJaw/viewform?usp=sf_link)

### SCHEDULE UPDATES

#### Week of March 22: Regular Remote Schedule

Mon 3/22	Tue 3/23	Wed 3/24	Thu 3/25	Fri 3/26
A Day	B Day	Advisory Schedule	A Day	B Day

Week of March 29: In order to support teachers in preparing for reentry, we will follow a special schedule the week of March 29 to allow for professional development in concurrent teaching and classroom set-up.

Mon 3/29	Tue 3/30	Wed 3/31	Thu 4/1	Fri 4/2
<p>Academic Block: Asynchronous Day (all students are on an asynchronous schedule except for students who have Ms. McKinley's 9th Grade Academy class and Ms. Hinson's English I class. Ms. McKinley &amp; Ms. Hinson will share details with their students &amp; families)</p> <p>Regular Arts Block for All Students 2:20-4:55</p>	<p>B Day</p> <p>Academic Block: Teachers will notify each of their classes about whether they will be asynchronous or synchronous today.</p> <p>Regular Arts Block for All Students 2:20-4:55</p>	<p>Regular Wednesday Advisory Schedule</p> <p>9:30-10:00 Advisory</p>	<p>B Day</p> <p>Regular Academic Block Schedule</p> <p>Regular Arts Block for All Students 2:20-4:55</p>	<p>No School - Spring Holiday</p>

NEW MEXICO SCHOOL FOR THE ARTS

Revised Calendar and Bell Schedule for April & May, Starting April 5:

<https://drive.google.com/file/d/1gFQlCmMYY8Q2Lg8iPlb4EnOjiPdShdO0/view?usp=sharing>

Mon 4/5	Tue 4/6	Wed 4/7	Thu 4/8	Fri 4/9
<p><b>A Day Assembly Schedule</b></p> <p>All 9th Graders participating in the On-Campus Program will be on campus today. Students in grades 10-12 who are in the On-Campus Program and who are new to NMSA this year are invited to campus (but not required to be on campus).</p> <p>All other students are remote this day and will attend periods 1-3 and Arts Block on an assembly schedule.</p> <p>Students on campus this day will use the scheduled assembly time to get an orientation tour of the campus with their first period teacher.</p> <p>Students eligible</p>	<p><b>B Day Assembly Schedule</b></p> <p>This is the first day when all On-Campus Program students will be on campus.</p> <p>We will have an orientation assembly for all students. Those on campus will watch from their first period classrooms; those at home will watch via Zoom.</p>	<p><b>B Day Advisory Schedule</b></p>	<p><b>A Day</b></p>	<p><b>B Day</b></p>

NEW MEXICO SCHOOL FOR THE ARTS

to be on campus this day will receive an email with details.				
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REENTRY Q&A OPPORTUNITIES

A drop-in reentry Q&A session for students with Mr. Crites and Ms. Quintana is available on Tuesday, March 23, 12:00-12:30 p.m. Students received an invitation via their school Google Calendar.

Zoom Link: <https://zoom.us/j/95178876621?pwd=aWJJoekJ5aXVDT2FXZjRyNEIKTCttQT09>

A drop-in reentry Q&A session for parents and families with Mr. Crites and Ms. Quintana is available on Tuesday, March 23, 5:00-5:30 p.m.

Zoom Link:

<https://zoom.us/j/99501630123?pwd=Q2dTUzg4V2Z5OHNhMmNOODNqU091UT09>

RESIDENTIAL PROGRAM

Unfortunately, we will not be able to reopen our residential program during April and May. We are getting the residential program ready to reopen in August.

We recognize that April and May will present special challenges for students who would normally have been in our dorm. Because of this, we are prepared to work with our dorm families to be flexible around participation in the On-Campus and Remote programs. For example, if a dorm student can come to campus sometimes but not always, we will be flexible. To discuss these types of arrangements, please contact Eric Crites, [ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org) or 505-310-4194.

If you are a dorm student and plan to be on campus at least part of the time, please select the On-Campus Program on the enrollment form and then contact Eric Crites to share your specific plans.

COVID SAFETY

We take the safety of our students, staff, and families very seriously. We have invested significantly in ensuring that our school facility and procedures are aligned to CDC, NM Public Education Department, and NM Department of Health guidelines for COVID safety. If you have any questions about our safety preparations and measures, please contact Eric Crites, [ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org) or 505-310-4194.

CDC Guidelines for School Reopening

Under the CDC guidelines for schools issued in February, Santa Fe County is now in the "Yellow zone" (this is a separate but related framework to the state's red/yellow/green/turquoise framework, under which Santa Fe County is now in the Green Zone).

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html>

## NEW MEXICO SCHOOL FOR THE ARTS

The CDC's operational recommendations for schools in a yellow-zone community are as follows. Our preparations and measures meet these requirements.

- Full re-entry
- Universal and correct use of masks is required
- Physical distancing of 6 feet or more to the greatest extent possible
- Handwashing and respiratory etiquette
- Cleaning and maintaining healthy facilities
- Contact tracing in combination with isolation and quarantine.
- Diagnostic testing: Symptomatic students, teachers, and staff and close contacts referred for diagnostic testing

### COVID-19 Point Person

The COVID-19 Point Person registered with the NM Public Education Department is Eric Crites, Head of School, 505-670-0062 cell, 505-310-4194 x108 office, [ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org).

### Supplies of Masks & PPE

NMSA has stocked and will offer the following:

- Two multi-layer cloth masks per staff member
- Two multi-layer cloth masks per student
- Additional disposable surgical masks for student and staff
- Sufficient KN95 (from FDA-approved list) masks available for each staff member to have a new mask every day during hybrid.
- Face shields optionally available for staff who want one.
- Full-length gowns, N95 masks, and face shields provided for staff attending to the nursing and isolation rooms.
- Bottled hand sanitizer is available in all teaching spaces; in public spaces/hallways/entrances; in offices; and is stockpiled to allow for quick refills.
- Soap is available at all sinks and is stockpiled for quick refills.
- The NMPED-registered PPE Point Person is Gayle McGuinness, Assistant Business Manager, 505-310-4194, [gmcguinness@nmschoolforthearts.org](mailto:gmcguinness@nmschoolforthearts.org)

### Custodial/Cleaning/Disinfection

- Sufficient CDC-approved cleaning supplies are in inventory and will be replenished.
- NMSA has sufficient custodial staffing to ensure that all areas of the school are cleaned in accordance with CDC standards for cleaning and disinfecting schools.
- Though we will no longer have Wednesdays as an asynchronous day with no students in the building, our custodial staff will still be deep cleaning and disinfecting high-touch surfaces on a daily basis throughout the week.
- This past week, NMSA has hired two temporary custodial staff members through at least the end of this school year, doubling the capacity of our facilities department.

### Rapid Response

## NEW MEXICO SCHOOL FOR THE ARTS

The Rapid Response Team is: Eric Crites, Cecile Hemez, Brandy Avila. The team has read and will abide by the guidelines of NMPED's COVID-19 Response Toolkit for New Mexico's Public Schools in case of a reported COVID-positive case.

[https://webnew.ped.state.nm.us/wp-content/uploads/2021/03/NMPED\\_COVID19ResponseToolkit\\_PublicSch030821.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2021/03/NMPED_COVID19ResponseToolkit_PublicSch030821.pdf)

### Response to Reported COVID-19 Positive Cases

We hope that there will not be any COVID-19 cases on campus. We have not had a reported case in the NMSA community (students and staff) since January. Nonetheless, we are prepared for the possibility of a COVID-positive case.

- NMSA will provide timely notification to families and staff of a positive case of COVID among students or staff.
- Impacted spaces will be closed for 24 hours, then disinfected according to CDC guidelines before being reopened.
- A student COVID-positive case will be reported to NMPED; a staff COVID-positive case will be reported to NMPED and the NM Environment Department.
- A student or staff member who tests COVID-positive must follow NMDOH guidance for self-isolation.
- Close contacts of a COVID-positive case must quarantine for 10 days and are encouraged to get a COVID test.
- Close contacts are defined as:
  - All students and staff who were in the same classroom as the infected individual.
  - All students and staff who were on the same bus as the infected individual.
  - All students and staff who came within six feet of the infected individual (even while wearing a mask) for longer than three minutes.
- Note: staff members who are a close contact but meet the following three criteria do not have to quarantine:
  - Are fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose series, or  $\geq 2$  weeks following receipt of one dose of a single-dose vaccine.
  - Are within 3 months following the receipt of the last dose in the series.
  - Have remained asymptomatic since the current COVID-19 exposure.

### Isolation Rooms

- NMSA has designated the nursing room and another office space for sole use as isolation areas for students or staff who may become sick while at school.

### Air Filtration

- NMSA has invested significantly in air quality protection measures.
- NMSA is lucky to have a modern heating, cooling, and ventilation system that was installed brand new in 2019.
- The school's HVAC (heating and cooling) system has been fitted with MERV-13 filters, which are changed monthly.



## NEW MEXICO SCHOOL FOR THE ARTS

- The system settings have been adjusted to increase the air exchanges per hour (fresh air). The recommended level of air changes per hour is four; our system has an average air change per hour of six, exceeding the recommendation.
- Portable HEPA air purifier units with MERV-13 filters have been placed in each teaching space and in offices as an added layer of air quality protection.

### Vaccination

Nearly all NMSA staff received were fully vaccinated by February 19. NM Department of Health has prioritized vaccinating all school employees by the end of March, which will allow the handful of staff members who were not vaccinated in February to be vaccinated (at least the first shot) before reentry on April 5. We expect that nearly all staff will be vaccinated by that time.

We ask that all students and families register, if they haven't already, with the NMDOH's vaccine pre-registration site so that they can get vaccinated as soon they are eligible (please note that, while vaccines are not approved for those under 16 yet, younger students can still pre-register so that they will be notified as soon as the vaccine is approved for those under 16 and they are eligible).

<https://cvvaccine.nmhealth.org/>

### COVID Safety Practices

We have a social responsibility to ourselves and each other to abide by best practices that keep us all safe. The following expectations apply to anyone who comes to campus, including the parking lot: students, staff, families, and visitors. Abiding by these guidelines will help us keep the school campus open and safe.

### Masking Requirement

Masks are a non-negotiable requirement at all times on the NMSA campus, inside and outside, except when eating or drinking. This applies to students, staff, and visitors to the campus. Parents/family members must wear a mask during drop-off to support the safety of staff conducting check-ins.

- Masks must cover the mouth and nose and fit snugly against the sides of the face.
- Allowable mask types:
  - Face masks made of two or more layers of cloth.
  - Face masks with a clear plastic window.
  - Surgical, procedural, N95 or KN95 face masks.

The following face masks types are NOT allowable. Students or staff who arrive on campus wearing these types of masks will be provided with and required to use an allowable cloth or surgical mask.

- Masks that have exhalation valves or vents.
- Bandanas
- Scarves

## NEW MEXICO SCHOOL FOR THE ARTS

- Neck gaiters
- Face shields

### Physical/Social Distancing

- Students and staff will maintain six feet of physical distancing as much as possible.
- Each person is responsible for paying attention to their surroundings to maintain the six-foot bubble as much as possible.
- Classroom and studio spaces are set up to support as much physical distancing as possible.
- Each class will have a seating chart.
- Hallways are marked to support one-way walking lanes (walk on your right).
- Restrooms are marked with waiting spots spaced six-feet apart to avoid crowding.
- Students will be asked to use the restroom during class as much as possible to avoid crowding in restrooms during passing times.
- Classes will be dismissed in a staggered manner to avoid crowding during passing times.
- Arts block breaks will be staggered to avoid crowding.
- Students will go directly to their next class to avoid crowding during passing times.
- Students will eat lunch either outside (north terrace and parking lot) or in a classroom at spaced desks (if weather does not support eating outside).

### Staff Surveillance Testing

While operating in reentry mode, a percentage of staff on campus will take a Vault at-home COVID test each week.

- If Santa Fe County is in the red zone, 25% of unvaccinated staff will test each week.
- If Santa Fe County is in the yellow or green zone (current status), 12.5% of unvaccinated staff will test each week.

### Student & Family COVID Testing

Student and family testing are not required. However, in order to have the best chance of keeping our school open, we encourage regular testing in each household using no-cost at-home Vault tests, which can be ordered here: <https://learn.vaulthealth.com/nm/>. We highly encourage getting tested before returning to campus the week of April 5, especially if you have recently traveled out of state.

## BEING ON CAMPUS

### Chromebooks/Laptops

- Students will bring their school-issued Chromebook or personal laptop to each class.
- Students must plan ahead to ensure that their device is fully charged at the start of each day.
- Students who need to check out a Chromebook will have the opportunity to do that as soon as we return to campus.

## NEW MEXICO SCHOOL FOR THE ARTS

### Front Office

- Only two people are allowed to enter the Front Office at a time.
- To enter, please ring the doorbell and wait to be let into the front office.

### Lockers

- Lockers are not available during hybrid instruction.
- Students should plan to bring a bag or backpack that allows them to carry their materials and personal items (including coat/jacket) with them during the day.
- Note: Departments will provide individual instructions regarding the use of cubbies or lockers.

### Changing for Art Block

- Students will not change into theatre blacks or dance attire for arts block.
- Changing stalls will not be available.
- Students in those departments will receive specific instructions about attire.

### Arrival and Check-In

- All students must check-in upon arrival and before entering the school.
- Please arrive between 8:30 and 9:00 a.m., when our staff will be available to conduct check-ins.
- If possible, avoid arriving before 8:30 a.m. so that we can avoid crowding while people wait for classes to start.
- At check-in, students will be asked a short list of health questions and will have their temperature taken with a no-touch forehead thermometer.
- Students arriving by car should enter the East Parking Lot (across the street from the front of the building; formerly staff parking). Cars should turn right upon entering and wait in the queue for a staff member to come to their car. Please stay in your car until you have completed the check in process (confirming health questionnaire and getting a temperature check).
- Students who are driving themselves should follow the same procedure. Once they have been checked in, they can park their car in the East Parking Lot and head into school.
- Students arriving by foot, bicycle, train, or bus should proceed to the check-in station at the front entrance of the school. They should line up with six feet of physical distancing. They will have the same check-in where we ask a short list of health questions take their temperature.
- If a student has a fever (100.4 degrees or higher) at check-in:
  - Students arriving as passengers in cars will be asked to head home without entering the building
  - Students driving their own cars and students arriving by foot, bicycle, train, or bus will go to an isolation room and a parent, guardian, or emergency contact will be called to arrange immediate pick-up.

## NEW MEXICO SCHOOL FOR THE ARTS

- Once students have checked in, they will proceed directly to their first period class.
- Students arriving outside of the scheduled check-in time of 8:30-9:00 will proceed to the front office for check-in.

### Lunch

- Students will eat lunch outside in the area between buildings A and C (north terrace and north parking area).
- Students who ordered school lunch will line up (six-feet apart) in the hallway outside the visual arts studios, pick their lunch up, and head out onto the north terrace.
- Masks may be removed while eating and drinking. It is essential to maintain six feet of physical distance while the mask is off.
- Microwaves are not available, so please do not bring food that requires heating.
- To apply for NMSA's free and reduced lunch program, please complete the application and send it to Gayle McGuiness, [gmcguiness@nmschoolforthearts.org](mailto:gmcguiness@nmschoolforthearts.org); 500 Montezuma Avenue, Santa Fe, NM 87501. If you would like to have a hard copy mailed to you, please contact Eric Crites at [ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org).
- School lunch program application:  
<https://www.nmschoolforthearts.org/wp-content/uploads/2017/06/NMSA-NSLP-Public-Release-Data.pdf>
- During the week of April 5, we will have pizza available for students who normally order lunch. Information on how to order school lunches will be sent via email and shared with students during the assembly on April 6.
- Beginning the week of April 12, we will be offering sack lunches from Market Street, as we did last year (sandwich, chips, fruit).

### Drinking Water

- Drinking fountains are deactivated and not available.
- The no-touch water bottle filling function of our drinking fountains (located by bathrooms) is active so water bottles may be refilled.
- Please bring your own refillable water bottle daily.

### Transitions/Passing Periods

- Classrooms will be dismissed in a staggered fashion.
- Each teacher will dismiss their students once it is that class's turn to depart.
- It is essential that students and staff maintain awareness of the six-foot bubble of physical distance during passing periods. Please pay attention to your surroundings at all times.
- At the end of arts block, students will be dismissed in this same staggered manner. Students should immediately depart the building, maintaining six-feet of physical distance and avoiding congregating in groups.
- Students who are being picked up should be picked up immediately after school ends at 4:55 p.m.
- Students who need to wait for public transportation (bus, train) should wait outside or in spaced areas in the Paseo.

## NEW MEXICO SCHOOL FOR THE ARTS

- All students must depart the building by 5:30 p.m.

### Study Halls

During a scheduled Study Hall, students will go to the Media Lab where we have desks available and spaced out.

### Senior Unsupervised Periods

We will share guidance for unsupervised periods the week after spring break. Thank you for your patience.

### Parking

- Students will be able to park in the East Parking Lot (formerly the staff parking lot).
- Students will need to register during the week of April 5. Information on how to register will be emailed to students before April 5.
- Registered students will get a parking pass to hang from their mirror, and a swipe card to open the parking lot gate.
- IMPORTANT: Only one car can go through the gate per swiped card. If you follow the car in front of you without waiting for the gate to come down and then swiping your own card, the gate will come down on your car and may cause damage to your car. This would be the responsibility of the driver.
- There is no charge for the parking pass or swipe card.

### Transportation Grant

NMSA has a grant to provide free bus and RailRunner passes to students who qualify for the Free and Reduced Lunch program. These passes will be provided in April and May. Information about the program has been emailed to students who currently qualify. If you believe you qualify and have not yet applied for the Free and Reduced Lunch program, please contact Pilar Jaehn at [pjaehn@nmschoolforthearts.org](mailto:pjaehn@nmschoolforthearts.org) or 505-310-4194.

### Transportation Schedules

Happily, the RailRunner restarted passenger service this past week. Please check for current public transportation schedules here:

RailRunner: <https://www.riometro.org/226/Weekday>

NMDOT Park & Ride: [https://dot.state.nm.us/content/nmdot/en/Park\\_and\\_Ride.html](https://dot.state.nm.us/content/nmdot/en/Park_and_Ride.html)

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12 de marzo de 2021

Estimada comunidad de NMSA,

Reconocemos que el anuncio del lunes de que todas las escuelas públicas de Nuevo México reabrirían en modo de "reingreso total" para el 5 de abril fue una sorpresa. Agradecemos enormemente su paciencia esta semana, ya que hemos trabajado para ajustar los planes y comunicarlos a nuestros estudiantes, familias y personal. Lo que sigue es una actualización (¡es larga!) Sobre todos los detalles de reentrada que tenemos en este momento. Compartiremos

## NEW MEXICO SCHOOL FOR THE ARTS


más detalles en las próximas semanas mientras finalizamos todos nuestros preparativos.  
¡Estamos más que emocionados de dar la bienvenida a los estudiantes al campus el 5 de abril!

No dude en comunicarse con cualquier pregunta o inquietud.

Sinceramente,



Eric Crites, Director de la escuela  
[ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org)



Chelamia Quintana, Principal  
[cquintana@nmschoolforthearts.org](mailto:cquintana@nmschoolforthearts.org)

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### FORMULARIO DE INSCRIPCIÓN EN MODO REMOTO O EN EL CAMPUS Y ACUERDO DE SEGURIDAD

Cada estudiante se inscribirá en el programa presencial o remoto. Sabemos que la instrucción en el campus es el "estándar de oro" y alentamos a todos los que pueden participar en el campus a seleccionar el programa en el campus. También reconocemos que, debido a la distancia o problemas de salud, es posible que deba seleccionar el Programa Remoto. Para que podamos administrar nuestro programa escolar, necesitamos saber a quién esperar en el campus de forma regular. Por esa razón, los estudiantes deben planear permanecer en el campus o en remoto; no cambie de un lado a otro en el día a día. También reconocemos que las circunstancias pueden cambiar, por lo que si necesita cambiar su inscripción entre En el campus y Remoto, trabajaremos con usted. Le pedimos que se comunique con la oficina de asistencia si desea cambiar su inscripción en una fecha futura ([asistencia@nmschoolforthearts.org](mailto:asistencia@nmschoolforthearts.org)).

Si necesita ayuda con su inscripción en los programas en el campus o remotos debido a circunstancias especiales que están fuera de su control (distancia, transporte, etc.), comuníquese con Eric Crites al 505-310-4194 o [ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org). Las respuestas pueden demorarse durante las vacaciones de primavera; gracias por su comprensión.

Haga clic aquí para completar el formulario:

[https://docs.google.com/forms/d/e/1FAIpQLSfHRIFA7DD5f206iHapFp41SrtyTleBD6cNp3cTcP4OB1eJaw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfHRIFA7DD5f206iHapFp41SrtyTleBD6cNp3cTcP4OB1eJaw/viewform?usp=sf_link)

### ACTUALIZACIONES DE HORARIO

Semana del 22 de marzo: Programación remota regular

LUN 3/22	MAR 3/23	MIE 3/24	JUE 3/25	VIE 3/26
Día A	Día B	Horario de asesoramiento	Día A	Día B

NEW MEXICO SCHOOL FOR THE ARTS

Semana del 29 de marzo: para ayudar a los maestros a prepararse para el reingreso, seguiremos un horario especial la semana del 29 de marzo para permitir el desarrollo profesional en la enseñanza concurrente y la configuración del salón de clases.

LUN 3/29	MAR 3/30	MIE 3/31	JUE 4/1	VIEi 4/2
<p>Bloque académico: día asincrónico (todos los estudiantes tienen un horario asincrónico, excepto los estudiantes que tienen la clase de la Academia de 9. ° grado de la Sra. McKinley y la clase de inglés I de la Sra. Hinson. La Sra. McKinley y la Sra. Hinson compartirán los detalles con sus estudiantes y familias)</p> <p>Bloque de artes regulares para todos los estudiantes 2: 20-4: 55</p>	<p>Día B</p> <p>Bloque académico:</p> <p>Los maestros notificarán a cada una de sus clases sobre si serán asíncronos o síncronos hoy.</p> <p>Bloque de artes regular para todos los estudiantes 2: 20-4: 55</p>	<p>Horario de asesoramiento regular de los miércoles</p> <p>9: 30-10: 00 Aviso</p>	<p>Día B</p> <p>Horario regular del bloque académico</p> <p>Bloque de artes regular para todos los estudiantes 2: 20-4: 55</p>	<p>No hay clases - Vacaciones de primavera</p>

Calendario revisado y horario de campana para abril y mayo, a partir del 5 de abril:

<https://drive.google.com/file/d/1gFQlCmMYY8Q2Lg8iPlb4EnOjiPdShdO0/view?usp=sharing>

LUN 4/5	MAR 4/6	MIE 4/7	JUE 4/8	VIE 4/9
Programa de montaje de un día	Horario de montaje del día B	Horario de aviso del día B	Día A	Día B

NEW MEXICO SCHOOL FOR THE ARTS

<p>Todos los estudiantes de noveno grado que participan en el programa en el campus estarán en el campus hoy. Los estudiantes en los grados 10-12 que están en el programa en el campus y que son nuevos en la NMSA este año están invitados al campus (pero no es necesario que estén en el campus).</p> <p>Todos los demás estudiantes están a distancia este día y asistirán a los períodos 1-3 y Arts Block en un horario de asamblea.</p> <p>Los estudiantes en el campus este día utilizarán el tiempo de reunión programado para realizar un recorrido de orientación por el campus con su maestro del primer período.</p> <p>Los estudiantes</p>	<p>Este es el primer día en que todos los estudiantes del programa en el campus estarán en el campus.</p> <p>Tendremos una asamblea de orientación para todos los estudiantes. Aquellos en el campus observarán desde sus salones de clases del primer período; los que están en casa lo verán a través de Zoom.</p>			
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## NEW MEXICO SCHOOL FOR THE ARTS

elegibles para estar en el campus este día recibirán un correo electrónico con detalles.				
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### OPORTUNIDADES DE PREGUNTAS Y RESPUESTAS PARA REENTRAR

Una sesión de preguntas y respuestas de reingreso sin cita para los estudiantes con el Sr. Crites y la Sra. Quintana está disponible el martes 23 de marzo de 12: 00-12: 30 p.m. Los estudiantes recibieron una invitación a través del calendario de Google de su escuela.

Enlace de zoom:

<https://zoom.us/j/95178876621?pwd=aWJJoekJ5aXVDT2FXZjRyNEIKTCttQT09>

Una sesión de preguntas y respuestas de reingreso para padres y familias con el Sr. Crites y la Sra. Quintana está disponible el martes 23 de marzo de 5:00 a 5:30 p.m.

Enlace de zoom:

<https://zoom.us/j/99501630123?pwd=Q2dTUzq4V2Z5OHNhMmNOODNqU091UT09>

### PROGRAMA RESIDENCIAL

Desafortunadamente, no podremos reabrir nuestro programa residencial durante abril y mayo. Estamos preparando el programa residencial para reabrir en agosto.

Reconocemos que abril y mayo presentarán desafíos especiales para los estudiantes que normalmente habrían estado en nuestro dormitorio. Debido a esto, estamos preparados para trabajar con nuestras familias de dormitorios para ser flexibles en cuanto a la participación en los programas en el campus y remotos. Por ejemplo, si un estudiante de un dormitorio puede venir al campus algunas veces, pero no siempre, seremos flexibles. Para discutir este tipo de arreglos, comuníquese con Eric Crites, [ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org) o 505-310-4194.

Si eres un estudiante de un dormitorio y planeas estar en el campus al menos parte del tiempo, selecciona el Programa en el campus en el formulario de inscripción y luego comunícate con Eric Crites para compartir tus planes específicos.

### SEGURIDAD COVID

Nos tomamos muy en serio la seguridad de nuestros estudiantes, personal y familias. Hemos invertido significativamente para asegurar que nuestras instalaciones y procedimientos escolares estén alineados con las pautas de los CDC, el Departamento de Educación Pública de NM y el Departamento de Salud de NM para la seguridad de COVID. Si tiene alguna pregunta sobre nuestras preparaciones y medidas de seguridad, comuníquese con Eric Crites, [ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org) o 505-310-4194.

### Pautas de los CDC para la reapertura de escuelas

Según las pautas de los CDC para las escuelas emitidas en febrero, el condado de Santa Fe se encuentra ahora en la "zona amarilla" (este es un marco separado pero relacionado con el

## NEW MEXICO SCHOOL FOR THE ARTS

marco rojo / amarillo / verde / turquesa del estado, bajo el cual el condado de Santa Fe ahora se encuentra en el Zona verde).

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html>.

Las recomendaciones operativas de los CDC para las escuelas en una comunidad de la zona amarilla son las siguientes. Nuestras preparaciones y medidas cumplen estos requisitos.

- Reingreso completo
- Se requiere un uso universal y correcto de las máscaras.
- Distancia física de 6 pies o más en la mayor medida posible
- Lavado de manos y etiqueta respiratoria
- Limpieza y mantenimiento de instalaciones saludables.
- Seguimiento de contactos en combinación con aislamiento y cuarentena.
- Pruebas de diagnóstico: estudiantes, maestros y personal sintomático y contactos cercanos referidos para pruebas de diagnóstico

### Persona de contacto COVID-19

La persona de contacto COVID-19 registrada en el Departamento de Educación Pública de NM es Eric Crites, Director de la escuela, 505-670-0062 celular, 505-310-4194 oficina x108, [ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org).

### Suministros de máscaras y EPP

NMSA ha almacenado y ofrecerá lo siguiente:

- Dos máscaras de tela multicapa por miembro del personal
- Dos máscaras de tela multicapa por alumno
- Máscaras quirúrgicas desechables adicionales para estudiantes y personal
- Hay suficientes mascarillas KN95 (de la lista aprobadas por la FDA) disponibles para que cada miembro del personal tenga una nueva mascarilla todos los días durante el híbrido.
- Protectores faciales disponibles opcionalmente para el personal que desee uno.
- Batas de cuerpo entero, máscaras N95 y escudos de protección proporcionados para el personal que atiende las salas de enfermería y aislamiento.
- El desinfectante de manos embotellado está disponible en todos los espacios de enseñanza; en espacios públicos / pasillos / entradas; en oficinas; y se almacena para permitir recargas rápidas.
- El jabón está disponible en todos los lavabos y se almacena para rellenar rápidamente.
- La persona de contacto del PPE registrada en NMPED es Gayle McGuinness, Subgerente Comercial, 505-310-4194, [gmcguinness@nmschoolforthearts.org](mailto:gmcguinness@nmschoolforthearts.org).

### Conserje / Limpieza / Desinfección

- Hay suficientes suministros de limpieza aprobados por los CDC en inventario y se repondrán.
- La NMSA tiene suficiente personal de conserjes para garantizar que todas las áreas de la escuela se limpien de acuerdo con los estándares de los CDC para limpiar y desinfectar las escuelas.
- Aunque ya no tendremos los miércoles como un día asincrónico sin estudiantes en el edificio, nuestro personal de conserjes seguirá limpiando y desinfectando las superficies de alto contacto todos los días durante la semana.

## NEW MEXICO SCHOOL FOR THE ARTS

- La semana pasada, la NMSA ha contratado a dos miembros del personal de conserjes temporales al menos hasta el final de este año escolar, duplicando la capacidad de nuestro departamento de instalaciones.

### Respuesta rápida

El equipo de respuesta rápida es: Eric Crites, Cecile Hemez, Brandy Avila. El equipo ha leído y cumplirá con las pautas del Kit de herramientas de respuesta COVID-19 de NMPED para las escuelas públicas de Nuevo México en caso de un caso positivo de COVID informado.

[https://webnew.ped.state.nm.us/wp-content/uploads/2021/03/NMPED\\_COVID19ResponseToolkit\\_PublicSch030821.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2021/03/NMPED_COVID19ResponseToolkit_PublicSch030821.pdf)

### Respuesta a los casos positivos de COVID-19 notificados

Esperamos que no haya ningún caso de COVID-19 en el campus. No hemos tenido un caso reportado en la comunidad de NMSA (estudiantes y personal) desde enero. No obstante, estamos preparados para la posibilidad de un caso COVID positivo.

- La NMSA proporcionará una notificación oportuna a las familias y al personal de un caso positivo de COVID entre los estudiantes o el personal.
- Los espacios afectados se cerrarán durante 24 horas y luego se desinfectarán de acuerdo con las pautas de los CDC antes de volver a abrirlos.
- Se informará al NMPED de un caso de estudiante con COVID positivo; Se informará al NMPED y al Departamento de Medio Ambiente de Nuevo México un caso positivo de COVID del personal.
- Un estudiante o miembro del personal que dé positivo en la prueba de COVID debe seguir las pautas de NMDOH para el autoaislamiento.
- Los contactos cercanos de un caso COVID positivo deben ponerse en cuarentena durante 10 días y se les anima a hacerse una prueba de COVID.
- Los contactos cercanos se definen como:
  - Todos los estudiantes y el personal que estaban en el mismo salón de clases que la persona infectada.
  - Todos los estudiantes y el personal que viajaban en el mismo autobús que la persona infectada.
  - Todos los estudiantes y el personal que estuvieron a menos de dos metros de la persona infectada (incluso con una máscara) durante más de tres minutos.
- Nota: los miembros del personal que sean un contacto cercano pero que cumplan con los siguientes tres criterios no tienen que ponerse en cuarentena:
  - Están completamente vacunados (es decir,  $\geq 2$  semanas después de recibir la segunda dosis en una serie de 2 dosis, o  $\geq 2$  semanas después de recibir una dosis de una vacuna de dosis única).
  - Están dentro de los 3 meses siguientes a la recepción de la última dosis de la serie.
  - Han permanecido asintomáticos desde la exposición actual al COVID-19.

### Salas de aislamiento

La NMSA ha designado la sala de enfermería y otro espacio de oficina para uso exclusivo como áreas de aislamiento para los estudiantes o el personal que puedan enfermarse mientras están en la escuela.

### Filtración de aire

- NMSA ha invertido significativamente en medidas de protección de la calidad del aire.

## NEW MEXICO SCHOOL FOR THE ARTS

- La NMSA tiene la suerte de tener un moderno sistema de calefacción, refrigeración y ventilación que se instaló completamente nuevo en 2019.
- El sistema HVAC (calefacción y refrigeración) de la escuela ha sido equipado con filtros MERV-13, que se cambian mensualmente.
- La configuración del sistema se ha ajustado para aumentar los intercambios de aire por hora (aire fresco). El nivel recomendado de cambios de aire por hora es cuatro; nuestro sistema tiene un cambio de aire promedio por hora de seis, excediendo la recomendación.
- Se han colocado unidades purificadoras de aire HEPA portátiles con filtros MERV-13 en cada espacio de enseñanza y en las oficinas como una capa adicional de protección de la calidad del aire.

### Vacunación

Casi todo el personal de la NMSA recibido estaba completamente vacunado para el 19 de febrero. El Departamento de Salud de Nuevo México ha priorizado la vacunación de todos los empleados de la escuela para fines de marzo, lo que permitirá vacunar a un puñado de miembros del personal que no fueron vacunados en febrero (al menos el primero vacuna) antes de reingresar el 5 de abril. Esperamos que casi todo el personal esté vacunado para ese momento.

Pedimos que todos los estudiantes y familias se registren, si aún no lo han hecho, en el sitio de preinscripción de vacunas del NMDOH para que puedan vacunarse tan pronto como sean elegibles (tenga en cuenta que, aunque las vacunas aún no están aprobadas para menores de 16 años), los estudiantes más jóvenes aún pueden preinscribirse para que se les notifique tan pronto como se apruebe la vacuna para los menores de 16 años y sean elegibles).

<https://cvvaccine.nmhealth.org/>

### Requisito de enmascaramiento

Las máscaras son un requisito no negociable en todo momento en el campus de la NMSA, dentro y fuera, excepto cuando se come o bebe. Esto se aplica a los estudiantes, el personal y los visitantes del campus. Los padres / miembros de la familia deben usar una máscara durante la entrega para apoyar la seguridad del personal que realiza los registros.

- Las máscaras deben cubrir la boca y la nariz y ajustarse cómodamente a los lados de la cara.
- Tipos de mascarilla permitidos:
- Mascarillas faciales hechas de dos o más capas de tela.
- Máscaras faciales con ventana de plástico transparente.
- Mascarillas faciales quirúrgicas, de procedimiento, N95 o KN95.

Los siguientes tipos de mascarillas NO están permitidos. A los estudiantes o al personal que lleguen al campus con este tipo de máscaras se les proporcionará y se les pedirá que usen un paño o máscara quirúrgica permitidos.

- Mascarillas que tienen válvulas o respiraderos de exhalación.
- Pañuelos
- Bufandas
- Polainas de cuello
- Caretas

## NEW MEXICO SCHOOL FOR THE ARTS

### Distanciamiento físico / social

- Los estudiantes y el personal mantendrán seis pies de distancia física tanto como sea posible.
- Cada persona es responsable de prestar atención a su entorno para mantener la burbuja de seis pies tanto como sea posible.
- Los espacios de clase y estudio están configurados para soportar la mayor distancia física posible.
- Cada clase tendrá una tabla de asientos.
- Los pasillos están marcados para soportar carriles peatonales de un solo sentido (camine a su derecha).
- Los baños están marcados con lugares de espera espaciados a seis pies de distancia para evitar el hacinamiento.
- Se les pedirá a los estudiantes que usen el baño durante la clase tanto como sea posible para evitar amontonarse en los baños durante el tiempo que pasa.
- Las clases se despedirán de manera escalonada para evitar aglomeraciones durante los tiempos de paso.
- Los descansos del bloque de artes se escalonarán para evitar el hacinamiento.
- Los estudiantes irán directamente a su próxima clase para evitar aglomeraciones durante los tiempos de paso.
- Los estudiantes almorzarán afuera (terrazza norte y estacionamiento) o en un salón de clases en escritorios separados (si el clima no permite comer afuera).

### Pruebas de vigilancia del personal

Mientras opera en modo de reingreso, un porcentaje del personal en el campus tomará una prueba COVID en casa de Vault cada semana.

- Si el condado de Santa Fe está en la zona roja, el 25% del personal no vacunado hará la prueba cada semana.
- Si el condado de Santa Fe se encuentra en la zona amarilla o verde (estado actual), el 12.5% del personal no vacunado hará la prueba cada semana.

### Prueba de COVID para estudiantes y familias

No se requieren pruebas para estudiantes y familias. Sin embargo, para tener la mejor oportunidad de mantener abierta nuestra escuela, recomendamos que se realicen pruebas periódicas en cada hogar mediante pruebas de Vault en el hogar sin costo, que se pueden solicitar aquí: <https://learn.vaulthealth.com/nm/>. Recomendamos encarecidamente hacerse la prueba antes de regresar al campus la semana del 5 de abril, especialmente si ha viajado fuera del estado recientemente.

### ESTAR EN EL CAMPUS

#### Chromebooks / laptops

- Los estudiantes traerán a cada clase su Chromebook o computadora portátil personal proporcionada por la escuela.
- Los estudiantes deben planificar con anticipación para asegurarse de que su dispositivo esté completamente cargado al comienzo de cada día.
- Los estudiantes que necesiten sacar un Chromebook tendrán la oportunidad de hacerlo tan pronto como regresemos al campus.

## NEW MEXICO SCHOOL FOR THE ARTS

### Oficina frontal

- Solo dos personas pueden ingresar a la oficina principal a la vez.
- Para entrar, toque el timbre y espere a que le dejen entrar en la oficina principal.

### Casilleros

- Los casilleros no están disponibles durante la instrucción híbrida.
- Los estudiantes deben planear traer una bolsa o mochila que les permita llevar sus materiales y artículos personales (incluyendo abrigo / chaqueta) con ellos durante el día.
- Nota: Los departamentos proporcionarán instrucciones individuales sobre el uso de cubículos o casilleros.

### Cambiando por Art Block

- Los estudiantes no se pondrán negros de teatro o vestimenta de baile para el bloque de artes.
- Los puestos de cambio no estarán disponibles.
- Los estudiantes de esos departamentos recibirán instrucciones específicas sobre la vestimenta.

### Llegada y check-in

- Todos los estudiantes deben registrarse al llegar y antes de ingresar a la escuela.
- Llegue entre las 8:30 y las 9:00 a.m., cuando nuestro personal estará disponible para realizar los registros.
- Si es posible, evite llegar antes de las 8:30 a.m. para evitar aglomeraciones mientras la gente espera que comiencen las clases.
- Al registrarse, se les pedirá a los estudiantes una lista corta de preguntas de salud y se les tomará la temperatura con un termómetro de frente sin contacto.
- Los estudiantes que lleguen en automóvil deben ingresar al estacionamiento este (al otro lado de la calle desde el frente del edificio; anteriormente estacionamiento para el personal). Los automóviles deben girar a la derecha al entrar y esperar en la cola a que un miembro del personal venga a su automóvil. Permanezca en su automóvil hasta que haya completado el proceso de registro (confirmando el cuestionario de salud y obteniendo un control de temperatura).
- Los estudiantes que conducen ellos mismos deben seguir el mismo procedimiento. Una vez que se hayan registrado, pueden estacionar su automóvil en el estacionamiento este y dirigirse a la escuela.
- Los estudiantes que lleguen a pie, en bicicleta, tren o autobús deben dirigirse a la estación de registro en la entrada principal de la escuela. Deben alinearse con seis pies de distancia física. Tendrán el mismo check-in donde les pediremos una pequeña lista de preguntas de salud para tomar su temperatura.
- Si un estudiante tiene fiebre (100.4 grados o más) al momento del check-in:
- A los estudiantes que lleguen como pasajeros en automóviles se les pedirá que regresen a casa sin entrar al edificio.
- Los estudiantes que conduzcan sus propios automóviles y los estudiantes que lleguen a pie, en bicicleta, tren o autobús irán a una sala de aislamiento y se llamará a un padre, tutor o contacto de emergencia para organizar la recogida inmediata.
- Una vez que los estudiantes se hayan registrado, pasarán directamente a la clase del primer período.

## NEW MEXICO SCHOOL FOR THE ARTS

- Los estudiantes que lleguen fuera del horario de registro programado de 8: 30-9: 00 se dirigirán a la oficina principal para registrarse.

### Almuerzo

- Los estudiantes almorzarán afuera en el área entre los edificios A y C (terrazza norte y área de estacionamiento norte).
- Los estudiantes que pidieron el almuerzo escolar se alinearán (a seis pies de distancia) en el pasillo fuera de los estudios de artes visuales, recogerán su almuerzo y se dirigirán a la terraza norte.
- Las máscaras se pueden quitar mientras se come y se bebe. Es esencial mantener una distancia física de seis pies mientras se quita la máscara.
- No hay microondas disponibles, así que no traiga alimentos que requieran calentamiento.
- Para solicitar el programa de almuerzo gratis o reducido de la NMSA, complete la solicitud y envíela a Gayle McGuinness, [gmcguinness@nmschoolforthearts.org](mailto:gmcguinness@nmschoolforthearts.org); 500 Montezuma Avenue, Santa Fe, NM 87501. Si desea recibir una copia impresa, comuníquese con Eric Crites en [ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org).
- Solicitud del programa de almuerzos escolares:  
<https://www.nmschoolforthearts.org/wp-content/uploads/2017/06/NMSA-NSLP-Public-Release-Data.pdf>
- Durante la semana del 5 de abril, tendremos pizza disponible para los estudiantes que normalmente piden el almuerzo. La información sobre cómo pedir almuerzos escolares se enviará por correo electrónico y se compartirá con los estudiantes durante la asamblea el 6 de abril.
- A partir de la semana del 12 de abril, estaremos ofreciendo almuerzos en bolsa de Market Street, como lo hicimos el año pasado (sándwich, papas fritas, fruta).

### Agua potable

- Los bebederos están desactivados y no disponibles.
- La función de llenado de botellas de agua sin tocar de nuestras fuentes para beber (ubicadas junto a los baños) está activa, por lo que las botellas de agua se pueden rellenar.
- Traiga su propia botella de agua recargable todos los días.

### Transiciones / Transición de períodos

- Los salones de clases se despedirán de forma escalonada.
- Cada maestro despedirá a sus estudiantes una vez que sea el turno de la clase para partir.
- Es esencial que los estudiantes y el personal estén conscientes de la burbuja de seis pies de distancia física durante los períodos de transición. Preste atención a su entorno en todo momento.
- Al final del bloque de artes, los estudiantes serán despedidos de la misma manera escalonada. Los estudiantes deben salir inmediatamente del edificio, manteniendo una distancia física de seis pies y evitando congregarse en grupos.
- Los estudiantes que van a ser recogidos deben ser recogidos inmediatamente después de que termine la escuela a las 4:55 p.m.
- Los estudiantes que necesiten esperar el transporte público (autobús, tren) deben esperar afuera o en áreas espaciadas en el Paseo.

## NEW MEXICO SCHOOL FOR THE ARTS

- Todos los estudiantes deben salir del edificio a las 5:30 p.m.

### Salas de estudio

Durante una sala de estudio programada, los estudiantes irán al laboratorio de medios donde tenemos escritorios disponibles y separados.

### Períodos no supervisados para personas mayores

Compartiremos orientación para períodos sin supervisión la semana después de las vacaciones de primavera. Gracias por su paciencia.

### Estacionamiento

- Los estudiantes podrán estacionarse en el estacionamiento este (anteriormente el estacionamiento del personal).
- Los estudiantes deberán registrarse durante la semana del 5 de abril. La información sobre cómo registrarse se enviará por correo electrónico a los estudiantes antes del 5 de abril.
- Los estudiantes registrados recibirán un pase de estacionamiento para colgar de su espejo y una tarjeta magnética para abrir la puerta del estacionamiento.
- **IMPORTANTE:** Solo un automóvil puede pasar por la puerta por cada tarjeta deslizada. Si sigue al automóvil que está delante de usted sin esperar a que baje la puerta y luego pasa su propia tarjeta, la puerta caerá sobre su automóvil y puede causar daños. Esta sería responsabilidad del conductor.
- No hay cargo por el pase de estacionamiento o la tarjeta magnética.

### Subsidio de transporte

La NMSA tiene una subvención para proporcionar pases gratuitos de autobús y RailRunner a los estudiantes que califiquen para el programa de almuerzo gratis o reducido. Estos pases se proporcionarán en abril y mayo. La información sobre el programa se ha enviado por correo electrónico a los estudiantes que califican actualmente. Si cree que califica y aún no ha solicitado el programa de almuerzo gratis o reducido, comuníquese con Pilar Jaehn en [pjaehn@nmschoolforthearts.org](mailto:pjaehn@nmschoolforthearts.org) o 505-310-4194.

### Horarios de transporte

Felizmente, RailRunner reinició el servicio de pasajeros la semana pasada. Consulte los horarios actuales de transporte público aquí:

RailRunner: <https://www.riometro.org/226/Weekday>

NMDOT Park & Ride: [https://dot.state.nm.us/content/nmdot/en/Park\\_and\\_Ride.html](https://dot.state.nm.us/content/nmdot/en/Park_and_Ride.html)



## NEW MEXICO SCHOOL FOR THE ARTS

### COVID-19 REENTRY: SCHOOL POLICIES/PROCEDURES GUIDEBOOK

Due to the declared health emergency in New Mexico related to the Novel Coronavirus (COVID-19), until further notice the following policies and procedures will be in place at School, in addition to the policies and procedures contained in the School's Student/Family and/or Employee Handbooks, and other School policies/procedures. To the extent that a policy or procedure set forth in this Guidebook conflicts with a policy or procedure contained in the School's Student/Family Handbook, Employee Handbook, or other School policy/procedure, the policy in this Guidebook shall control.

Violation of these policies/procedures may subject students/staff to disciplinary action. Parents/guardians, visitors and other persons who refuse to adhere to School policies and procedures shall be required to immediately leave School premises.

**School will abide by all current federal and state public health orders applicable to schools and school-related activities. See <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>. To the extent anything herein conflicts with a public health or executive order, the public health/executive order shall control. Likewise, this Guidebook endeavors to comply with PED guidance relating to operations during the public health emergency, which guidance may change from time to time. To the extent that anything herein conflicts with PED guidance, as amended, the PED's guidance shall control.**

#### **RE: MASKING**

Any person entering the School premises, who uses School transportation, or who is participating in or attending a School-related activity must wear a face mask or similar protective face covering, covering the nose and mouth, at all times, except while eating or drinking during allowed times. Face masks must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets. The types of allowable face masks include: (1) face masks made of two or more layers of cloth; (2) disposable masks for people who forget to bring their masks to school; (3) face masks with a clear plastic window or that are made of clear material; or (4) surgical, procedural, N95 or KN95 face masks that are approved by the federal Food & Drug Administration for use by staff performing medical duties or similar close contact assignments. The following face coverings are NOT substitutes for face masks: (a) masks with exhalation valves or vents; (b) scarves; (c) bandanas; (d) neck gaiters/neck fleeces; (e) face shields.

Students who cannot bring their own face coverings for use at School should notify the front office staff, who will arrange for face coverings to be provided. The School will have a sufficient quantity of masks, as well as PPE (for staff in close contact assignments) on hand to start the school year prior to students returning for in-person learning, following applicable PED guidance and requirements.

Students who take off their masks outside of permitted food/drink times shall be given a disciplinary warning; those who refuse to wear a mask must be immediately picked up from school and taken home. After three such warnings, the student shall be subject to further disciplinary measures, including but not

limited to required remote learning (if available), suspension or expulsion, depending on the circumstances. School's disciplinary policies and procedures shall apply.

General Exceptions. This masking requirement does not apply to children under age two or to anyone who has trouble breathing, is unconscious, incapacitated or is otherwise unable to remove the mask without assistance. When wearing a mask would obstruct breathing or exacerbate another medical condition for a student, the student should be seen by a healthcare provider to discuss whether it is safe for the student to be in school during the public health emergency.

Students who do not have and are not eligible for an IEP or 504 Plan MUST wear a face mask in order to attend school in person. The alternative is fully remote learning, if offered by the school.

Students with IEPs/504 Plans. Students who cannot wear a face mask and have an IEP or 504 Plan shall meet with the IEP/504 Team to make a determination about possible accommodations based on the totality of needs, including the student's needs and the community's public health needs. In most cases, the IEP/504 team will consider fully remote learning as the appropriate accommodation, per PED guidance. Appropriate school staff shall be convened to explore all options to include the student in whatever activities are feasible, including outdoor learning, in a safe manner to the greatest extent possible while minimizing and mitigating risks and making other possible accommodations. The IEP/504 team may request medical documentation and may determine whether a face shield could be substituted for a face mask. In the event the IEP/504 team allows a face shield to be substituted for a mask, the face shield must be hooded, or start at the forehead, and wrap around the face from ear to ear and extend to the chin. Additional PPE equipment for the student and the staff serving the student shall also be considered. When a student with an IEP/504 Plan cannot wear a face mask due to a behavioral issue, then the IEP/504 team will convene to develop a fully remote learning option and a plan for teaching the student to wear a face covering so that the student may return to in-person learning as soon as possible. Again, staff shall convene to explore all options to include the student in whatever activities are feasible in a safe manner.

School Employees/Staff/Contractors. The face mask requirement is considered a lawful condition of employment during the public health emergency. When wearing a face mask would exacerbate a breathing obstruction or another severe medical condition for the staff member, the staff member will provide medical documentation to support a request for alternate work as a reasonable accommodation, if feasible; these requests shall be treated pursuant to the process for staff requests for a workplace accommodation. Staff who work with students under an IEP/504 Plan wearing a face shield instead of a face mask should wear a face shield in addition to a mask; the school will provide staff in this situation with a medical mask and/or other PPE. The use of a mask is not required by a School employee when in that person's private office with no one else present.

Masking and the Americans With Disabilities Act. Please note that a reasonable accommodation under the ADA may not be required when it would pose a "direct threat" to the School community, or when it presents an "undue burden" involving a "significant difficulty or expense", as described/set forth in ADA regulations. During the public health emergency, all people's health and safety must be considered.

## **Re: HEALTH SCREENING AND SELF-ISOLATION PROCEDURES**

Screening. In addition to the School's regular security and other visitor screening procedures, the School shall screen any person (including students and employees) wishing to enter the School premises or School-related in-person event or activity, or any other building operated or occupied by the School, and shall deny on-campus access to anyone, including any School employee, volunteer, student, parent, visitor, contractor, or any other person, as appropriate, based on the person's answers to the screening questions required by the School for entry to School property/events.

Further, School shall conduct temperature checks for all persons seeking to enter the School premises or School-related in-person event or activity, or any other building operated or occupied by the School, and shall deny entry to anyone with a temperature of 100.4 degrees Fahrenheit or higher.

The School shall maintain a daily log of all persons entering the School who is not a student at the School, or a School employee. The name, telephone number, and date of entry shall be logged for each School visitor, contractor, volunteer, parent, or any person other than a currently-enrolled student at the School, or a School employee. The daily log shall be maintained, monitored and secured by the Office Operations Coordinator.

To identify unrecognized COVID-19 cases and reduce exposures in the public school population, PED in partnership with NMDOH requires a statewide surveillance testing program for faculty and staff who are physically working at a school open in a hybrid operating category. The School will participate in and cooperate with that program as required by PED/NMDOH. A 5% surveillance testing requirement is required for faculty and staff each week when students are present on campus in a hybrid operating category. Access to testing will be provided by the PED/NMDOH at NMDOH local public health offices at no cost to staff under this program. Surveillance testing is not required for in-person small group instruction under the remote only instructional model.

Self-Isolation/Quarantine Procedures. Any person who is denied access to School premises or in-person events because of the results of the screening or temperature check requirements herein or as required by the State of New Mexico, OR any person experiencing any symptoms of COVID-19, shall be required to do the following before further attempting to access School premises or in-person events:

- (a) Engage in a period of self-isolation/quarantine at home;
- (b) Obtain a test or tests for COVID-19 in accordance with New Mexico Department of Health (DOH) protocols and disclose the results of the test to the School's Head Administrator, which results shall be kept in confidence by the School to the extent such does not conflict with orders and directives of the DOH and/or New Mexico Public Education Department (PED); and
- (c) Attend School from home, or work from home to the extent that work can be performed remotely with the permission of the Head Administrator. Any School employee engaged in a period of self-isolation required under this Policy/Procedure who is not able or permitted to work from home shall use annual and sick leave or, if eligible, leave under the Emergency Paid Sick Leave Act. *See related policy*

- (d) If the result of the COVID-19 test is NEGATIVE, you may return to the school site 24 hours after you no longer have symptoms and have been fever-free without medication. If the result of the COVID-19 test is POSITIVE, you must stay home until you are released from isolation (10 days after symptom onset, 24 hours fever free, and improving symptoms). See Confirmed COVID-19 Cases and “Close Contacts”, below.

Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an employer must report the positive test to the NMED's Occupational Health and Safety Bureau. The report can be made by email to [NMENV-OSHA@state.nm.us](mailto:NMENV-OSHA@state.nm.us), by phone to (505) 476-8700, or by fax to (505) 476-8734. The School will comply with this directive for employees with a known COVID-19 positive result.

School shall adhere to DOH and/or PED guidelines and shall work with state and local health officials with respect to contact tracing.

Paperwork/records relating to employee/student COVID-19 screening, testing, diagnosis and related documentation shall be maintained by School Administration in confidential, segregated, locked files as medical records.

**IF YOU FEEL SICK** If you feel unwell before school or work, you must stay home and follow attendance notification requirements.

**Students/staff with mild non-specific COVID-19 symptoms** such as headache, runny nose, diarrhea, etc.:

**Staff** should get tested for COVID-19 and should remain in isolation until the results are available. A negative test result will discontinue the isolation and the staff member shall return to school, provided that their mild non-specific symptoms do not interfere with their ability to work at school.

**Students** with chronic, mild non-specific COVID-19 symptoms should have their symptoms assessed by the school health clerk, school nurse, their health care provider or their parents/guardians. If there are no changes in symptoms from the baseline state, students need not be tested and may participate in school. If the student has a change in symptoms from their baseline as assessed either by a parent/guardian, school health clerk, school nurse or health care provider, then the student should be tested for COVID-19 and shall self isolate until test results are available. A negative test will discontinue the isolation. If a student has a change in their baseline state and the student does NOT get tested, the student must self-isolate for 10 days and be fever-free without fever reducing medication for 24 hours and have improving symptoms before returning to school.

**Students/staff with allergies, asthma, or other non-infectious disease** which may present with mild non-specific COVID-19 symptoms should contact their primary care provider. Staff members may be required to provide to administration a memo from their health care provider stating that present non-specific mild symptoms do not differ from the staff member’s baseline, and indicate that the staff member may return to school without being tested for COVID-19.

**If you have COVID-like symptoms** (fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea), you must stay home from school/work and get tested for COVID-19. If the test result is NEGATIVE, you must continue staying home until you have gone 24 hours without a fever and your symptoms have improved. If the test result is POSITIVE, the procedure for Confirmed COVID-19 Cases, below, will be followed. Students/staff with suspected or confirmed cases of COVID-19 may not return to campus/in-person activities until they demonstrate to the School that they have met NMDOH criteria to discontinue home isolation.

**Students/staff who become unwell while at School** must do the following:

- Students must notify a staff member that they feel unwell. Staff must notify Administration.
- Persons who feel unwell on campus shall immediately be taken to an isolation room or area to separate them from others. School healthcare staff shall conduct COVID-19 screening procedures and use Standard and Transmission-based Precautions when caring for persons who feel unwell on campus. See <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf> or current guidance
- Parents/guardians will be called to pick up their student immediately. Employee emergency contacts will be called to pick up the employee immediately. If circumstances appear to require immediate healthcare, the School shall call for ambulance transportation to a healthcare facility. Ill students/employees shall not be allowed to drive themselves home.
- Students/staff feeling unwell at school with symptoms consistent with COVID-19 are required to seek and obtain testing for COVID-19 at the earliest opportunity and, for the safety of others, to inform the School of the date(s) of testing and the results of any testing. School shall maintain confidentiality consistent with the ADA and other applicable federal and state privacy laws.
- Students/staff with suspected or confirmed cases of COVID-19 may not return to campus/in-person activities until they demonstrate to the School that they have met DOH criteria to discontinue home isolation.

#### **CONFIRMED COVID-19 CASES AND “CLOSE CONTACTS”**

- Confirmed COVID-19 positive individuals who are members of the school population must notify the School immediately of that result, and the date of the test. Notification should be provided to: Eric Crites at [ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org) or 505-670-0062.
- Confirmed COVID-19 positive individuals shall be isolated immediately if they are on school grounds or at a school-related activity at the time they are notified of positive testing, and shall be sent home. Students/staff who are confirmed infected individuals must participate in an online or remote-only program until they have completed their period of home isolation and are cleared to return to school, see below.

- Per order of the New Mexico Environment Department, within four (4) hours of learning that an employee has tested positive for coronavirus disease 2019 (COVID-19), an employer must report the positive test to the NMED's Occupational Health and Safety Bureau. The report can be made by email to [NMENV-OSHA@state.nm.us](mailto:NMENV-OSHA@state.nm.us), by phone to (505) 476-8700, or by fax to (505) 476-8734. School will comply with this directive for employees with a known COVID-19 positive result.
- Within six (6) hours of learning of a confirmed positive COVID-19 case at the school site, the school will notify families and staff that a positive case has been identified at the school site. The School shall not specifically identify the infected student/staff member in such notifications.
- School administration shall follow NMPED and NMDOH protocols with respect to reporting to/notifying those entities of a positive result at the school site or within the school population.
- The School may share information relating to the infected individuals with NMPED and/or NMDOH and/or other appropriate parties, consistent with applicable FERPA exceptions.
- **COVID-19 confirmed positive individuals with symptoms must self-isolate for ten (10) days from the onset of symptoms and be fever free for 24 hours without fever reducing medication and until symptoms are improving before returning to the school site/school activities; asymptomatic COVID-19 confirmed positive individuals must self-isolate for 10 days from the date of the specimen collection leading to the positive test before returning to the school site/school activities.**
- **Close contacts at School** (someone who was exposed for three minutes or longer within six feet of a confirmed COVID-19 case, with or without a face covering, **or** who was in the same class or cohort as a confirmed COVID-19 case, **or** who was on the same bus as the confirmed case) must quarantine for **14 days; staff must get tested**. The School will notify close contacts of the requirement to be tested for COVID-19 (staff) and the recommendation to be tested (students), and the requirement to quarantine for 14 days (staff and students), within 4 hours of learning of a confirmed COVID-19 case within the school population.
  - Testing for COVID-19 is only required for staff members identified as “close contacts” of a confirmed COVID-19 case; testing is recommended for students who are “close contacts” of a confirmed case.
  - Testing for close contacts should happen 7-10 days into quarantine, or at onset of symptoms. A negative test for a close contact of a COVID-19 positive individual does not end the quarantine period.
  - Students and staff who are close contacts shall participate in an online-only program until they have completed their 14-day quarantine.
  - Even if a close contact’s COVID-19 test is negative, the 14-day quarantine must be adhered to.

- Once the 14-day quarantine period for close contacts is completed without symptoms, the close contact staff member/student may return to school; a negative test is not needed in order to return.

**Close contacts away from School:** Students and staff must notify the Head Administrator if they live with, or know that they have been exposed to, others who have tested positive for COVID-19. The School will keep this information in confidence to the extent such does not conflict with orders and directives of the DOH and/or PED. If a School student or employee is determined to have had the equivalent of “close contact” (see above) with any confirmed COVID-19 positive person outside of school, including a household member, during the positive person’s infectious period, the employee shall get tested (students are recommended to get tested) AND the student/employee shall engage in a fourteen (14)-day quarantine period from the last date on which the infected case is likely to have been infectious (as defined/determined by CDC/NMDOH), before returning to the School and/or participating in School-related in-person events. Test dates and results shall be reported to School administration. The School may seek confirmation of the contact’s/household member’s positive COVID-19 testing and nature of the contact for staff members.

Staff/students who are **not** within the definition of “close contacts” of confirmed COVID-19 cases should continue to come to school.

## **TRAVEL**

**School employees shall not travel out of state for School-related business until further notice.** All students, families, and School employees are strongly discouraged from traveling out of state on personal business. Any School employee who engages in personal out of state travel shall report the nature, extent, and details of the travel to the Head Administrator before traveling or, if advance notice of the out of state travel is not possible because of unforeseen, emergency circumstances, as soon as possible after the travel begins. For so long as executive/DOH order 2020-054 or similar order remains in place, any student or employee who engages in or returns from out of state or international travel shall engage in a period of quarantine upon return to New Mexico before returning to the campus or attending in-person School events, whether or not they are exhibiting any health symptoms, in accordance with the then-current executive/DOH order. Staff quarantining after out of state travel for personal business shall not be eligible for paid sick leave pursuant to the Families First Coronavirus Response Act.

## **SCHOOL FACILITY CLEANING/CLOSURE**

Cleaning. All School facilities and buildings operated by the School must be maintained in accordance with the guidelines issued by the New Mexico Department of Health and CDC for the cleaning and disinfection of public facilities and schools during the current public health emergency. See, e.g., <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>; <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>; <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>. Staff shall

be required to keep and provide daily checklists or similar verification that facilities have been cleaned in accordance with all applicable DOH guidelines. Staff further shall comply with any/all cleaning/maintenance requirements that may be issued by the New Mexico Public School Insurance Authority (NMPSIA).

Closure of Impacted Areas. School site areas impacted by a confirmed COVID-19 positive case shall be closed, cleaned and disinfected in accordance with NMDOH and CDC guidelines. In consultation and partnership with the NMPED and NMENV, the school will determine when it is safe to reopen the portions of the school facilities impacted by the initial closure. Decisions to reopen will be based upon appropriate completion of required action steps related to the positive case.

### **SOCIAL DISTANCING ENFORCEMENT**

Social Distancing. All large group gatherings shall be avoided on School premises or during School-related events. Outside of class, students/staff/visitors shall not congregate in groups larger than 5, or the maximum number of people allowed to congregate as defined by then-current DOH or Executive Order applicable to the School's area.

Students/staff/visitors must maintain proper social distancing measures at all times (minimum 6 feet between individuals, whether or not a mask is worn).

Students/staff shall adhere to social distancing markings in hallways, bathrooms, etc., to maintain 6 feet between individuals.

Where possible/practical, meetings/conferences shall be held virtually or in small groups with maximum social distancing.

Staff shall closely monitor and enforce social distancing requirements.

### **TRANSPORTATION**

Transportation. All staff and students must wear protective face coverings covering nose and mouth on School-provided transportation. Students will be assigned to certain seating. All reasonable steps shall be taken to limit bus seats to one student per seat, with a maximum of two per seat. Hand sanitizer will be provided and required. School vehicles shall be thoroughly cleaned and disinfected before and after

Students and staff using School-provided transportation will be screened for symptoms of illness prior to entering the school vehicle.

Parents are strongly encouraged NOT to carpool, and to transport only their student(s) to and from school. If students must carpool with members not in their household, all persons in the car should wear masks and should distance themselves in the vehicle to the maximum extent possible.

### **POPULATIONS WITH UNDERLYING MEDICAL CONDITIONS**



Students and employees with underlying medical conditions as defined by the CDC, [https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html), and/or employees over the age of 50, and/or those who live with someone who is in a high-risk category, should contact Eric Crites ([ecrites@nmschoolforthearts.org](mailto:ecrites@nmschoolforthearts.org), 505-670-0062) prior to the start of school, or as soon as reasonably possible, to discuss any concerns or issues about returning to on-campus instruction. School will maintain such discussions and documentation in confidence and in segregated, locked files as medical-related records and information. Student accommodations and modifications will be addressed pursuant to IDEA, Section 504, and/or ADA procedures. Personnel accommodations shall be addressed in compliance with ADA and OSHA requirements. *See also Emergency Paid Sick Leave and Extended Family Medical Leave Policy.* The School aims to be as flexible as possible in making alternative arrangements.

### **FIELD TRIPS**

Until further notice, School field trips necessitating vehicular transportation to indoor or outdoor locations will be curtailed. Walking field trips to outdoor locations where social distancing can be maintained may occur, subject to prior scheduling and approval by School administration and parents/guardians.

### **MEALS/FOOD ON CAMPUS**

During mealtimes on campus, students and staff are required to maintain social distancing requirements and to wear masks when finished with their meal. Cleaning/disinfection of tables, high-touch surfaces and school meal sites will be conducted throughout the day.

### **EXTRACURRICULAR ACTIVITIES**

School shall follow the current NMAA guidelines regarding extracurricular activities, as updated periodically by NMAA. All members of the coaching staff will be tested for COVID-19 shortly before the start of the season for any activity that they coach, and the coaching staff members will provide the results to a school official named by the School. Each student participating in an NMAA or activity will be tested for COVID-19 shortly before each competitive season in which the student participates and will provide the results to a school official named by the charter school. Coaching staff will self-monitor and screen students prior to all practices and competitions.

### **ATTENDANCE FOR SUCCESS**

Students are expected to attend in-person or remote instructional programs, as provided by the School, each day. Attendance will be officially recorded and reported to PED, whether school is conducted online or in-person. The school further will track online participation. The New Mexico Attendance for Success Act requires that districts and charter schools provide interventions to students based on the percentage of absences students have accrued.

**Hybrid Model:** For hybrid learning models in which students attend in-person classes on some days of the week and participate in remote learning on other days of the week, attendance shall be taken by teachers for both in-person and remote instructional classes and school programs. Accurate attendance data shall be documented and reported by the School, in accordance with the Attendance for Success Act. Teachers will track student engagement and whether or not students are logging on to online instructional activities or otherwise using other means to participate in a class/activity, and the School will maintain this data. The School will monitor those students who are not participating or engaging with online instructional activities and provide supports as appropriate.

**Excused Absence Procedures:**

Parents/guardians may excuse their student’s absence by calling or emailing by 12p.m. (noon) the day of the absence. Students are allowed 5 (five) parent-excused absences per class per semester. Absences beyond the 5th will be marked “Remote Parent Excused Over the Limit” (RPEO) indicating that the five parent-excused absences have been exceeded.

To report absences: email: [attendance@nmschoolforthearts.org](mailto:attendance@nmschoolforthearts.org) phone: 505-310-4194 x101

**Unexcused Absence Procedures:**

A “Remote Unexcused Absence” (RU) means an absence from classes for which the student does not have permission from their parent or guardian. NMSA rules provide that a student’s absence will be recorded as “Remote Unexcused” if a student is more than 15 minutes late.

The following processes will be followed accordingly:

Step #	Qualifier	Required Actions
#1	1 <sup>st</sup> RU or RPEO per class	A staff member will be in contact with the student to discuss attendance expectations, supports and next steps.
#2	2 <sup>nd</sup> RU or RPEO per class	A member of NMSA Student Support Team will be in contact with the student and family to discuss attendance expectations, supports, assigned Working Wednesday, and next steps.
#3	3 <sup>rd</sup> RU or RPEO per class	The counselor will contact the student’s parent/guardian(s) to discuss attendance expectations, supports, assigned Working Wednesday, and next steps.

#4	4 <sup>th</sup> RU or RPEO per class	An attendance meeting will be scheduled between the counselor, parents/guardian(s), principal, and student to develop a corrective action plan that clearly identifies attendance expectations, supports, and next steps including, but not limited to, assigning Working Wednesday attendance.
#5	6 <sup>th</sup> RU or RPEO per class	An attendance meeting will be scheduled between the counselor, parents/guardian(s), principal, and student to revisit and revise the corrective action plan that more clearly identifies attendance expectations, supports, and next steps including, but not limited to, assigning Working Wednesday attendance. <b>Compulsory School Attendance Law interventions may be initiated. (Note: NMSA is required by law to report absences totaling 40 unexcused absences)*</b>

**Tardy Procedures:**

All students are expected to be in class by 9:10. “Remote Unexcused Tardy” (RTU) is defined as arriving in the virtual classroom after 9:10. A parent/guardian may excuse a tardy by calling the front office, emailing, If a student is late because of a medical appointment see “Medical Notes” below. An excused remote tardy will be marked as an “RT” in PowerSchool. Students are allowed 5 Remote Excused Tardies per class, per semester. Tardies beyond the 5th will be marked “Remote Excused Tardy Over the Limit” (RTO) indicating that the five parent-excused tardies have been exceeded.

**Unexcused Tardy Procedures:**

A Remote Unexcused Tardy means a student arrives to class after 9:10 and within 15 minutes of the start of class.

The following processes will be followed accordingly:

Step	Attendance Marking:	Actions:
#1	2 <sup>nd</sup> RTU or RTO in any class	A staff member will be in contact with the student to discuss attendance expectations, supports and next steps.
#2	3 <sup>rd</sup> RTU or RTO in any class	A member of our Student Support Team will be in contact with the student and family to discuss attendance expectations, supports, and next steps.
#3	6 <sup>th</sup> RTU or RTO in any class	An attendance meeting is scheduled between the counselor, parents/guardian(s), principal, and student to develop a corrective action plan that more clearly identifies attendance expectations,

		supports, and next steps including, but not limited to, assigning Working Wednesday attendance.
#4	9 <sup>th</sup> RTU or RTO in any class	A letter is emailed to the parent and student. A meeting between the counselor, parent/guardian, and student will be scheduled to develop a corrective action plan to address the student's unexcused tardies. The student will be assigned three (3) morning detentions during office hours (8:30-9:00*).

**Partial Day Procedures:**

Students are expected to attend both the academic and arts block each day. Students should not be absent from the academic block alone, and then arrive to attend the arts block. Students may not attend the academic block alone, and then leave for the arts block. Exceptions will be made for documented appointments or other legitimate reasons that a student must miss only part of a school day.

**Medical Note Procedure:**

Students missing class due to a medical appointment, should provide an email from the healthcare provider. Once the note is received the absence will be coded as "RM".

If campus is closed, and remote-only instructional model is implemented due to emergency, attendance shall continue to be taken and reported to the NMPED, pursuant to this policy and the Attendance for Success Act. Students will be expected to participate in remote learning during any campus closure period(s) as scheduled.

Failure to attend and/or participate in instructional classes and school programs shall result in processes being implemented pursuant to the School's Attendance Policy and the Attendance for Success Act (see student/parent handbook). Meetings that need to be held with parents/guardians pursuant regarding attendance may be held via videoconference or teleconference in lieu of in-person.

Medical and other excused absences: Absences due to medical conditions may be excused absences if the status of the student is disclosed to appropriate school personnel and if relevant documentation is provided as per the existing School attendance policies. Students will be allowed to make up schoolwork missed due to excused medical absences. Excused medical absences, including medical absences for students on 504 plans and students who are expectant or parenting, are included when determining students' attendance intervention tiers. However, for students who are excessively absent (students missing 20 percent or more of class periods or school days), additional excused medical absences need not be considered when determining whether a student must be referred to the probation services office.

Optional Online-Only program: For optional online instructional programs that the school may employ to better meet the needs of some families, and in which families may choose whether or not to participate,

attendance will be regularly taken and reported for program participants, and students will be supported with appropriate interventions in accordance with the Attendance for Success Act.

NEW MEXICO SCHOOL FOR THE ARTS  
**AGREEMENT TO COMPLY WITH COVID-19 PREVENTION SAFETY MEASURES**

New Mexico School for the Arts is committed to keeping all staff and students safe and healthy while our community and world battles the coronavirus disease. To that end New Mexico School for the Arts has adopted certain Covid-19 Prevention Safety Measures that meet or exceed guidance issued by the Center for Disease Control, NM Department of Health, the NM Public Education Department, and the Occupational Health and Safety Administration. These School rules alone, however, cannot prevent staff, students or visitors from getting sick. Consequently, the School requires that every student, parent/guardian, and visitor commit to following all the School's Covid-19 Prevention Safety Measures, and to acknowledge and accept by your signature below the consequences for not following these rules. Some of these rules include:

- Do not come to school or work if you do not feel well and follow the process for reporting illnesses
- Screen your student for health issues before the student arrives at school
- Wear a mask, face covering or face shield over your nose and mouth unless you are told it is OK to remove
- Wash your hands or use hand sanitizer frequently
- Keep 6 feet away from other people whenever possible
- Participate cooperatively with the School's health screening, including temperature checks, and reporting processes
- Learn about and follow all health and safety procedures including those posted around the School, on the School's website or otherwise provided to you while on the School's campus or at a School activity
- Tell a School employee or the Head Administrator as soon as you do not feel well or if you see some behavior that could violate the health and safety procedures



I understand that if I do not cooperate with or are unwilling to follow the School's Covid-19 Prevention Safety Measures, the following consequences may occur at the discretion of the Head of School or designee:

- If I am a student, I may be required to attend school and school activities online from home for a period as determined by the Head of School or designee..
- If I am a parent/guardian, I understand that my student(s) may be required to participate in distance learning as determined by the Head of School or designee and that such decision does not deny my student required educational opportunities, but rather such action is a safety measure for our entire community.
- If I am an adult, I may be asked to leave or be denied entry to the School.
- If I am an employee, I may be subject to disciplinary actions as decided by the Head of School or designee.
- Any other consequence deemed appropriate by the Head of School or designee.

**By signing my name below, I agree to strictly follow all School Covid-19 Prevention Safety Measures and understand that I, or if a parent/guardian my student, may not be able to come in-person to New Mexico School for the Arts or may be subject to other consequences as decided by the Head of School or designee..**

\_\_\_\_\_/\_\_\_\_\_

Date: \_\_\_\_\_, 202\_\_

Staff/Student/Parent/Guardian **Printed Name & Signature**  
(circle one)