

Laguna Elementary and Middle Schools
Maureen Torrez, Principal

The LES/LMS School Re-Opening plan is designed to prioritize the health and safety of students and educators while maximizing the amount of safe, in-person learning opportunities. We understand that there are many unknowns which can cause a reluctance to send students to school. It is impossible to avoid all risks of virus transmission in the return to school, but our goal is to greatly minimize the potential for illness by taking necessary and reasonable precautions to contain the virus.

The LES/LMS Re-Opening Plan was crafted with input from LDoE Director of Operations, Transportation, Facilities, Canteen, and Technology, along with input from staff at both schools. In addition, parent feedback will be obtained through Community Input Forums. The plan is based on information that is currently available through the CDC, NM Department of Health, and Pueblo of Laguna.

PPE and TESTING - STAFF			
Date	Action	Step(s)	Information
Weekly, bi-weekly, on monthly	Ongoing	<ul style="list-style-type: none">• Laguna staff can test through POL EOC• Non-Laguna staff can test at local test sites or POL test site.• Staff are encouraged to test on-site at the LDOE testing pod.	The level of testing is determined by the number of COVID positive cases within the community.
	Negative Test Results	<ul style="list-style-type: none">• Staff who are testing as a precaution/proactive measure or as part of routine screening can come to work prior to knowing their results.• Staff who are testing as part of exposure or because they are having symptoms must stay home until test results are known. Type of leave (Paid time off or COVID-19 Leave)• Any time a staff member tests, a copy of their results shall be sent to the LDoE HR office.• Written results are available through DOH website if testing outside of the Pueblo of Laguna. EOC will	<p>If employee is required to quarantine by EOC or DOH, he/she will be placed on COVID-19 Leave. COVID leave is cumulative beginning in August 2020.</p> <p>If you are not required to quarantine by EOC or DOH, you will be placed on Paid Time Off</p>

		automatically send LDOE HR office a copy of the test results.	(PTO)or Leave Without Pay (LWOP). Staff placed in quarantine may work from home if appropriate.
	Positive Test Results	<ul style="list-style-type: none"> • Staff who are having severe symptoms must stay home until they receive a negative test and EOC releases the employee to return to work. They will be required to test two days after symptoms begin. • Any time a staff member tests, EOC will email a copy of their results to the HR Office. Staff who test positive must notify their direct supervisor immediately. • Supervisor will contact the Operations' Director, who will then contact Pueblo EOC, DOH (non-Laguna) and Facilities • Contact Tracing will be provided by Pueblo EOC, DOH (non-Laguna) • Deep clean will be performed by the Facilities and Maintenance Department of all impacted areas following CDC guidelines. 	<p>If employee is required to quarantine by EOC or DOH, he/she will be placed on COVID-19 Leave. COVID leave is cumulative, once used staff will be required to take PTO.</p> <p>If you are not required to quarantine by EOC or DOH, you will be placed on Paid Time Off (PTO)or Leave Without Pay (LWOP)</p> <p>LDOE aligns to the NMPED 5% COVID positive staff and students before closing school.</p>
Daily	Temperature and Symptom Monitoring	<ul style="list-style-type: none"> • Staff will have their temperatures taken prior to entering facility. • Staff who have a temperature of 100.4+ will not be allowed into the building. • Staff will perform a COVID symptom check before entering classrooms/offices. 	Staff log information at each school site.
	Exposure Revised 4/2022	<ul style="list-style-type: none"> • All staff are fully vaccinated; therefore, they no longer have to quarantine unless they show symptoms. Staff are encouraged to self-monitor and test in 5-7 days. 	
Daily	PPE	<ul style="list-style-type: none"> • All staff have the option to wear masks when they are in common areas of the school. 	Seeing mouth movement and oral expression is an important part of learning and listening. In addition

		<ul style="list-style-type: none"> • LDOE staff have the option to wear a mask when around students. • Teachers have the option to wear face masks while in the classroom. There may be times during instruction when a face shield may be utilized. • Staff must present a note from a doctor if they have a medical reason for not being able to wear a face covering such as or face shield. 	to masks, Face Shields are being provided to classroom personnel so that they have protection during instruction while they might not be wearing so that students are able to see the teacher's mouth move.
--	--	--	---

PPE and TESTING - STUDENTS			
Date	Action	Step(s)	Information
Daily	Temperature and Symptom Monitoring	<ul style="list-style-type: none"> • All students will have their temperature checked and a symptom check prior to boarding the bus or entering the school. • Students who have a temperature of 100.4+ will not be allowed onto the bus, into the building, or to continue the school day. • Students should NOT come to school if they are showing symptoms or do not feel well. • Parents will be required to pick up students who are not allowed on the bus or in school. 	<p>A student exhibiting minor symptoms must test in 3 days after symptoms begin. They may return to school wearing a mask if fully vaccinated.</p> <p>A student exhibiting severe symptoms must test in 2 days after symptoms begin. They are required to stay home until a negative test result is received.</p>
Daily	PPE	<ul style="list-style-type: none"> • LDoE is providing 2 cloth masks to all students. Students are also welcome to bring their own masks. • Masks for students in the classroom are optional. LES/LMS acknowledges that face coverings may be challenging for (younger) students to wear in all-day settings. Therefore, mask wearing will be optional for students, as well. • If parents wish for their child to wear a mask, please assure the masks are clean and sanitize masks daily. • Students will practice social distancing in the classroom. 	Mask wearing is optional.

		<ul style="list-style-type: none"> • Good hygiene practices such as handwashing, covering coughs, and appropriate use of face coverings will be taught and reinforced. • LES/LMS is not providing a set of shoes or changes of clothes to students or staff; students and staff are welcome to bring a separate set of clothes or shoes to change into. 	
	School Messenger will be used to communicate relevant information to parents.	<ul style="list-style-type: none"> • EOC will notify parents if any positive COVID cases are identified at LES/LMS or when there is a potential exposure. • EOC will contact the District Liaison for parent contact information and student testing schedule. • Parents can work directly with the Pueblo and EOC. • Students who are unvaccinated and have a known exposure to COVID should self-quarantine and follow all guidelines of the EOC. • Students who test positive for COVID will need an EOC release prior to returning to school. • LES/LMS should be informed of any student who has a positive test result. • Contact Tracing will be provided by Pueblo EOC, DOH (non-Laguna) • Students that are fully vaccinated will remain in school and wear a surgical mask and test in 5-7 days. • Students that are fully vaccinated (including boosters) will remain in school and be monitored for symptoms. Students will test in 5-7 days. • Impacted classrooms and spaces will be isolated and deep cleaned. 	<p>Exposure revision 4/2022</p> <p>If a student is exposed to a positive case and are fully vaccinated, they no longer have to quarantine unless they are showing symptoms.</p> <p>A student that has not received all the applicable boosters may still be placed in quarantine.</p>
	Surveillance Testing for Students	<ul style="list-style-type: none"> • LDOE established a test pod at each campus. Tests are conducted based on EOC recommendations: weekly, bi-weekly, or monthly. Testing schedule is based on the number of COVID positive cases within the Pueblo. 	<p>Per POL E. O. #4, regular testing of students was addressed. Parents must register their students on the NMDOH test site. Fully</p>

		<ul style="list-style-type: none"> Students who are not fully vaccinated and boosted, if eligible, will be required to wear a mask. 	vaccinated students will test on a monthly basis. Unvaccinated students must test weekly.
	COVID-19 Vaccination Requirements	<ul style="list-style-type: none"> As per Executive Order #5 Section 4-the LDOE district determines re-entry guidance for all schools. Only students from up to date vaccinated households or students that are up to date vaccinated will be allowed to participate in onsite in-person instruction. Parents/guardians will be able to send their children to school if all eligible household members have been vaccinated. Up to date vaccinated household members means every eligible member that lives in the house with the student is up to date on the vaccination, including 6 months and older. Written verification of vaccination must be provided to LES/LMS prior to child attending school. Students that are fully vaccinated must provide verification of vaccination. Students who are not eligible for the vaccination may participate in-person but must be tested weekly. 	Fully vaccinated students have received the initial shot and all boosters as applicable. The Board does not require mandated vaccinations but highly recommends students be vaccinated in order to participate in-person. This includes the initial shot and any subsequent boosters when applicable.
FACILITIES			
Date	Action	Step(s)	Information
Prior to start of school and during extended breaks (Winter/Spring, etc.)	Fogging/Deep Clean	<ul style="list-style-type: none"> Schools will be fogged/deep cleaned prior to the first day of return for staff/students Facilities Department will perform the fogging as needed week. 	
Multiple times throughout the day	Thorough cleaning of all areas/Deep cleaning of high touch/use areas	<ul style="list-style-type: none"> Individual classrooms and common areas will be provided with hand sanitizer and disinfectant wipes for use by classroom teacher. 	Facilities personnel have an extensive checklist for cleaning which is monitored by site

		<ul style="list-style-type: none"> • Hand sanitizing stations will be installed in all common use areas (front lobby, gym, cafeteria, nurse, etc.) Custodians will clean all areas of use throughout the day and nightly. • Special attention will be paid to high touch/use areas such as common doors, bathrooms, front office areas, playgrounds, etc. 	supervisor and Facilities Supervisor.
		<ul style="list-style-type: none"> • Anyone entering the facility will have their temperatures taken, respond to symptom checklist, and log in prior to entering facility. • Anyone who has a temperature of 100.4+ or is exhibiting symptoms will not be allowed into the building. • Visitor access to buildings is limited to essential business which cannot be completed remotely. • All schools have controlled access to buildings and students. 	
	Movement within Facility	<ul style="list-style-type: none"> • Social Distancing will be practiced to the degree space permits in all areas of the school including classrooms, common areas, and while traveling to and from spaces. • Movements out of classrooms will be limited (LES). • As per the CDC Guidelines, drinking fountains will be cleaned and sanitized, but staff and students are encouraged to bring their own water bottles to minimize use and touching of water fountains. 	<p>When students must leave the classroom, for example; to use the restroom or visit the nurse, they shall wash/use hand sanitizer upon re-entry to the classroom and follow all other safety precautions.</p> <p>When the entire classroom leaves and reenters the classroom, sanitation procedures should be followed.</p>
	Signage	<ul style="list-style-type: none"> • School entryways and hallways will include directional arrows to aid in traffic flow patterns. • Entry points will indicate expectations for temperature checks and wearing of masks is optional. 	

	PPE	<ul style="list-style-type: none"> • Visitors are discouraged. However, in emergencies, all visitors and non LES/LMS employees have the option to wear a mask and practice social distancing and other recommended safety precautions. • Plexi-glass shields have been installed at front office, library, and cafeteria serving lines. • Hand sanitizing stations have been installed in high-traffic areas across LES and LMS. • All vendors must be able to provide proof of being fully vaccinated. If selling food items, you must have a current food handlers permit and be fully vaccinated. 	
	Procedure for COVID Rapid Response	<ul style="list-style-type: none"> • An isolation room has been identified at LES and LMS to separate anyone who exhibits COVID-like symptoms or for students who need to be isolated while at school due to a family member testing positive. • Executive Director of Operations, POL EOC and appropriate health officials will be notified immediately of a possible case while maintaining appropriate confidentiality. 	
	Positive case on campus	<ul style="list-style-type: none"> • Students within a 6-foot perimeter of a positive student may be sent home and may be tested. • Fully vaccinated students will remain in school and are not required to quarantine but will be monitored and placed on surveillance. • Deep cleaning using fogging equipment will take place in the classroom and throughout the school. • LDOE aligns to the NMPED guidelines regarding school closure. If 5% of students and staff test positive, at each school site, the site will close. • Deep cleaning using fogging equipment will take place throughout the campus. 	Length of quarantine will be determined by POL EOC

		<ul style="list-style-type: none"> • Facility will be closed until LDOE, in collaboration with POL EOC, indicate facility can reopen. LDoE follows the guidance of the POL EOC • Contact Tracing will be provided by Pueblo EOC. • Any staff or student who tests positive cannot return until they have been cleared by the EOC or medical doctor, if employee lives outside of Pueblo of Laguna. 	
--	--	---	--

TRANSPORTATION			
Date	Action	Step(s)	Information
Daily	At the bus stop	<ul style="list-style-type: none"> • All students will have their temperature and symptoms checked prior to boarding the bus or entering the school. • Students who have a temperature of 100.4+ will not be allowed onto the bus or into the building. • Students who have a temperature of 100.4+ will be sent home. • Parents should wait at the bus stop to ensure their student can board before leaving the bus loading area. • Students should NOT come to school if they are showing symptoms or do not feel well. • Students have the option to wear their mask. 	
Daily	On the bus	<ul style="list-style-type: none"> • Upon boarding the bus, students will receive hand sanitizer. • Students will have assigned seats. • Students have the option to wear their masks on the bus. 	
Daily	PPE	<ul style="list-style-type: none"> • All bus drivers, bus monitors and students will have the option to wear a mask. • Buses will be cleaned thoroughly twice a day - after student drop off in the morning and afternoon. 	
Daily	Parent Transportation	<ul style="list-style-type: none"> • Parents are welcome to transport their students to school. 	

		<ul style="list-style-type: none"> • Parents must use the designated parent pick up/drop off areas. • Parents are allowed to check student in with mask wearing optional. • Students will have their temperature taken prior to exiting the vehicle. • Students who have a temperature of 100.4+ will not be able to exit the vehicle. • Students should NOT come to school if they are showing symptoms or do not feel well. 	
Daily	End of Day	<ul style="list-style-type: none"> • Upon boarding the bus, students will receive hand sanitizer. • Students who are being picked up by parents will go to the parent pick up/drop off area and staff will help students into vehicles. • Parents should not exit vehicles to pick up student(s) at end of day. 	
FOOD SERVICE			
Date	Action	Step(s)	Information
Daily	Breakfast	<ul style="list-style-type: none"> • LES students will eat in the cafeteria and then proceed to class. • LMS students eat in the cafeteria and sit with their assigned class social distanced from one another. 	
Daily	Lunch	<ul style="list-style-type: none"> • LES students eat lunch in the cafeteria and are separated by grade. • LMS students eat in the cafeteria and will sit with their assigned class social distanced from one another. Two periods are provided to adhere to social distancing requirement. 	
Daily	PPE	<ul style="list-style-type: none"> • A plexi-glass shield has been installed at the serving line as an added measure of protection. • Individually wrapped condiments will be utilized. 	

		<ul style="list-style-type: none"> • All Cafeteria workers will have the option to wear a mask. Unless their supervisor requires mask wearing. • Students have the option to wear a masks while waiting in line. 	
Daily	Meal Service	<ul style="list-style-type: none"> • Meals (breakfast and lunch) will be served on site following appropriate guidelines (individual condiments, utensil packages, etc.) 	

EDUCATIONAL SERVICES			
Timeline	Action	Step(s)	Questions/Information
	Enrollment	<ul style="list-style-type: none"> • Students under 18 are required to be enrolled in and attend school. • Students must be enrolled in a LES/LMS to receive educational services. • Parents have the option to register students by coming to school at either the LES or the LMS or filling out the information online. 	
	Elective and Pull-out Classes	<ul style="list-style-type: none"> • LMS students will participate in elective classes just as they participate in core (English, Math, Social Studies, Science) courses. • LES students will have the opportunity to participate in pull-out classes as indicated below. <ul style="list-style-type: none"> ○ PE: students will go as a class/group to PE. Masks are optional. Students will be outside as much as possible. ○ Computers ○ Library ○ Language and Culture 	
	Recess	<ul style="list-style-type: none"> • Physical exercise is an important part of overall health. • Students at LMS have the opportunity to take a PE class. 	

		<ul style="list-style-type: none"> • Students at LES have the opportunity to engage in PE and in recess. • Students have the option to wear a mask when playing outside or during PE. • Classroom teachers will monitor recess which takes place during classroom time. • LES Support staff will monitor lunch recess. • Playground equipment will be cleaned and sanitized daily. • A hand sanitizing station has been installed on both LES playgrounds for use before and after students enter playground. 	
	Special Education Services	<ul style="list-style-type: none"> • The students IEP will dictate the services, support, and learning methods available to all students with an IEP. • GATE students will continue to receive services with their GATE teacher. LES provides GATE as a pull-out and LMS offers GATE as a class. GATE classes/pull-out will operate following all expected guidelines and procedures for PPE. • SPED students will continue to receive all appropriate academic support including inclusion services and pull-out services (at LMS, students attend a specific class during the day). • SPED classes/pull-out will operate following all expected guidelines and procedures for PPE. • Therapy services will be provided to students as identified by their IEP. 	All outside service providers will need to adhere to all LDoE COVID safety precautions, policies, and procedures.
	Social/Emotional Supports	<ul style="list-style-type: none"> • In addition to academics, the social-emotional health of students is a major focus of LES/LMS. Staff and students must feel physically and psychologically safe if they are to engage in rigorous teaching and learning experiences. • Staff will work to build and strengthen relationships with all students to create a sense of belonging and connection and to ensure their well-being. 	

		<ul style="list-style-type: none"> • LES and LMS use the Second Step curriculum which is a research-based program designed to promote the social-emotional development, safety, and well-being of children through Grade 8. • All LMS students will be assigned an Advisory Period. Advisory teachers have specific responsibilities to the social-emotional health of their Advisory Students. • Through Second Step, Advisory, and appropriate times in class, students will have an opportunity to share and process their emotions. • In addition to the classroom teachers, both LES and LMS have a school counselor to offer additional support. • LES/LMS also work with the POL to refer students and families who may need outside counseling and/or behavioral health services. 	
	Large Group Activities	<ul style="list-style-type: none"> • LDOE will limit the number of participants at a school gathering. • LDOE will require that all visitors to campus provide a copy of the vaccination card prior to entering the gathering. • All who attend must follow COVID safe practices: wearing a mask is optional, temperature and symptom monitoring, social distancing, 	POL E.O. #7 Sections 4 and 11 apply.
	Dress Code	<ul style="list-style-type: none"> • The LDOE Board approved the LES/LMS Dress Code and students will adhere to the dress code. 	
	Kinder Home Visits	<ul style="list-style-type: none"> • To the extent possible, Kinder home visits will take place via Zoom or other online platform. This will allow students, parents, and teachers to have a face-to-face connection. • When it is not possible, home visits will take place via a phone call. • Incoming Kinder parents will not be allowed on campus as part of our response to keeping everyone safe. 	Home Visits are an important part of school orientation for Kinder students.

		<ul style="list-style-type: none"> • LES will ensure plenty of staff are available to welcome and assist Kinder students as they start their first (and subsequent) days. 	
Ongoing	Assessments	<ul style="list-style-type: none"> • Students will continue to be assessed formally and informally to assist teachers in planning instructional content and activities. 	

SCHOOL ATTENDANCE			
Date	Action	Step(s)	Information
	Is my child required to attend school?	<ul style="list-style-type: none"> Students under 18 are required to attend school. Parents have a variety of options to choose from to meet their comfort level: <ul style="list-style-type: none"> LES/LMS Grants Cibola County Schools or other public school Private school Online/Virtual school Home School Students who attend LES/LMS must meet attendance requirements as well as classroom expectations. 	
	What happens if my child doesn't go to school?	<ul style="list-style-type: none"> LES/LMS will follow the Pueblo of Laguna School Attendance and Truancy Ordinance. Students who are not enrolled in LES/LMS will be required to be enrolled in another school as per the POL School Attendance and Truancy Ordinance. Parents who wish to home school their children must provide an instructional program that meets all of the necessary state requirements under Section 22-1-2.1, NMSA..., 1978, as amended. 	
	Can my child be held back if they don't attend school?	<ul style="list-style-type: none"> Students under age 18 are required to be enrolled in school. Students enrolled in LES/LMS will be required to engage in educational activities through on-site and/or at-home learning. Students must show mastery of concepts and meet learning expectations in order to be promoted to the next grade level. Assignments will be graded and regular feedback will be provided to parents and students through formal and informal progress reporting. 	

EXPECTATIONS			
Date	Action	Step(s)	Information
Ongoing	Students	<ul style="list-style-type: none"> • Practice safe habits such as frequent hand-washing, covering coughs, mask wearing is optional. • Engage in on site and at-home learning activities. <ul style="list-style-type: none"> ○ Assignments will be graded. • Ask teachers for help as needed. 	
Ongoing	Parents	<ul style="list-style-type: none"> • Ensure contact information stays current for both LES/LMS. • Ensure students attend school when they are scheduled to be on site. • Follow up with the teacher to ensure students are completing assignments and progressing as expected. • Contact the teacher with any questions or concerns. • Notify the school if your student tests positive for COVID. • Keep children home if they are not feeling well or show any symptoms of illness. 	
Ongoing	Staff	<ul style="list-style-type: none"> • Practice safe habits such as daily temperature checks, frequent hand-washing, social distancing, and wearing face coverings is optional. • Provide on-site learning opportunities that meet the needs of all students. • Engage in professional development opportunities. These may be offered online and in small groups whenever possible. Social distancing will be practiced when the above is not possible. • Notify supervisor immediately of a positive COVID test. • Staff who cannot fulfill their obligations with <u>reasonable</u> (ADA) accommodations must use PTO (including 12 weeks as part of Family Medical Leave Act (FMLA)). 	Site Supervisors will try to amend duties as much as possible for high-risk staff, however the nature of education requires staff to be in contact with students.

		After that leave is exhausted, the employee is not assured their job and will need to work with HR on next steps.	
Ongoing	Communication	<ul style="list-style-type: none"> • LES/LMS use the following systems to notify parents of important information: <ul style="list-style-type: none"> ○ LDOE Website ○ Marquee ○ Facebook ○ Letters Mailed Home ○ School Messenger System • Parents should notify the school of any changes to contact information. • Parents are always welcome to call the school with any questions. 	

Information and Resources

Students who are not enrolled in LES/LMS will be required to be enrolled in another school as per the POL School Attendance and Truancy Ordinance. Various alternate enrollment options are listed below if you don't feel that LDOE Schools are the best fit for your needs:

NMPED Home School System

As per the POL School Attendance and Truancy Ordinance, parents who wish to home school their children must provide an instructional program that meets all of the necessary state requirements under Section 22-1-2.1, NMSA..., 1978, as amended.

- <https://homeschool.ped.state.nm.us/Default.aspx#>

Grants Cibola County Schools (Cubero or Seboyeta)

- <https://www.gccs.k12.nm.us/>

St. Joseph Mission School

- <https://www.stjosephmissionschool.com/>