



# Family Checklist: Planning for In-Person Learning

Santa Fe Public Schools Reopen Tuesday, April 6th

Welcome Back! We are so happy for students to return to in-person learning! For those students returning in-person, we are thrilled and can't wait to see you! For those remaining in remote learning, we will continue to provide rigorous remote instruction and opportunities to connect with the classroom community.

Below are some recommendations and guidelines to support families as we return to in-person learning.

Guidelines for In-Person Learning
<p><b>Before coming to school each day:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Check in with your child each morning for signs of illness. If your child has a temperature of 100.0 degrees or higher, they should not go to school.</li><li><input type="checkbox"/> Keep your child home if they have any of the following symptoms: chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting or diarrhea.</li><li><input type="checkbox"/> If your child has had close contact to someone that has tested positive within the past 14 days, they should not go to school. Follow <a href="#">guidance</a> on what to do when someone has known exposure.</li></ul>
<p><b>Current Contact Information:</b></p>

- Make sure your information is current at school, including emergency contacts and individuals authorized to pick up your child(ren) from school. If that list includes anyone who is at increased risk for severe illness from COVID-19, consider identifying an alternate person.

### **Chronic Medical Conditions:**

- Make sure the school nursing staff have current orders for medications/medical procedures needed at school.
- Bring medications needed directly to nursing staff. Do not send it in your child(ren)'s backpack.
- Make sure your child(ren) is up-to-date on school immunizations.

### **Plan for transportation:**

- If you wish your child to use the school bus transportation system the student's address must be updated in PowerSchool
- You may check your student's eligibility and his/her designated bus stop using the **Bus Route Search Tool** at:  
[https://www.sfps.info/departments/operations\\_department/transportation](https://www.sfps.info/departments/operations_department/transportation)
- Charter School students may utilize the hub services, which can be viewed in the same web link by clicking on **Charter School Bus Routes**.
- If your child rides a bus, plan for your child to wear a mask on the bus and talk to your child about the importance of following bus rules, maintaining social standing at the bus stop, and abiding by spaced seating rules while on the bus.
- If carpooling, plan on every child in the carpool and the driver wearing masks for the entire trip.
- If you have any questions please contact the Transportation Office at 467-3500/467-3501 or email Peggy Doolittle pdoolittle@sfps.k12.nm.us or Sonia Araiza saraiza@sfps.k12.nm.us

### **Food Services:**

- Breakfast and lunch will be provided free to all students for the remainder of the school year.

- If your student brings a sack lunch to school and purchases milk, we will need to charge \$0.50 cents for the milk because it is a la carte, and not part of a USDA approved meal. An account must be set up to purchase the milk a la carte. MySchoolBucks is not in service, so only cash or check please.
- If your child will remain in remote learning, curbside distribution will be taking place at designated school sites. Please check our website for specific locations.  
[https://www.sfps.info/departments/operations\\_department/student\\_nutrition/\\_meals\\_during\\_covid-19](https://www.sfps.info/departments/operations_department/student_nutrition/_meals_during_covid-19)
- Masks will be required while in the cafeteria line and when picking up meals curbside.
- If you need help accessing school meals, please call (505) 467-3601.

**Attendance:**

- Attend school everyday with your learning group (in-person or remote)!
- Be on time and on-campus all school day from Tuesday, April 6, through the end of the school year.

**Dress for cooler temperatures in the building**

- Dress in layers: Classroom windows, doors, and air conditioning dampers will be open to circulate fresh air, leading to fluctuating temperatures during the school day. Students who need jackets, other clothing or school supplies can get help through your school site.

**Technology:**

- Bring your fully-charged device to class with you every day!
- Because some of your classmates are still learning remotely, you'll be spending part of each school day on your device. (Submitting assignments electronically may still be required by your teacher as well as accessing your class materials.)

**Masks:**

- Bring an [approved](#) face mask and wear it all day
  - (Wearing a face mask at all times is the expectation while attending school in-person. The only exception is when you're eating or drinking, or students who have a physician's order stating that they cannot wear a face mask").*
  - Students who have an Individualized Education Plan (IEP) or a 504 Plan, must have an IEP team or 504 committee meeting to consider possible accommodations.*
  - Extra face masks will be available at school if you forget.**
- Label your child's masks clearly in a permanent marker so that they are not confused with those of other children.

### **Water Bottle Fillers in the Building:**

- Send your child to school with a full water bottle.
- Students won't be allowed to use water fountains, but filler stations will be available to fill up reusable bottles.

### **Social Distancing:**

- Students and staff will be expected to social distance to the greatest extent possible, which means no large group activities or gatherings.
- Remind your child to maintain physical distance while at school.

### **Student Supplies & Materials:**

- We are limiting the use of shared supplies and materials at school. Consider packing extra items if your child may want to share supplies with a classmate.
- Students should avoid sharing toys, playground equipment, musical instruments, supplies, books, and other materials.

### **Handwashing & Sanitization:**

- Please stress the importance of handwashing. Students will be washing their hands/using sanitizer throughout the school day.
  - School custodians will make it a priority to clean high-touch surfaces, clean during transitions and utilize a schedule to clean restrooms throughout the day.

- Students are allowed to bring individual hand sanitizer.

### **Visitors in the Building:**

- We are limiting visitors onto our campuses; they must have clearance by the front office to enter the school building. If a parent or guardian needs to pick up their child early, please call the front office in advance and the school will have your child ready for pick-up.

## **Mental Health & Social Emotional Well-Being**

### **Prepare Your Child Emotionally for the Transition**

- Talk with your child about how school will look different (e.g., desks far apart from each other, teachers maintaining physical distance, possibility of staying in the classroom for lunch).
- Ask your child what they are feeling and thinking about going back to school (and it looking a little different than before), what worries they have, and what they are excited about. Normalize that feeling nervous or uncertain is okay.

### **Keep Checking In**

- Continually check in with your child about how school is going and about interactions with classmates and teachers.
- Remind and encourage your child to talk/visit with their school counselor if they have concerns or need to talk.
- Reach out to your child's teacher, principal, or counselor if you have concerns.

### **Ways to Reduce Stress and Anxiety**

- Changes can be overwhelming for children (and adults!). Help your children recognize when they are feeling overwhelmed, anxious or dysregulated.
- Ask your children if they've learned any mindfulness or strategies in school. If they have, let them teach you what they are, and encourage them to use those techniques, both at home and even at school.
  - [5 Mindful Breath Practices for Children](#)
  - ["Box Breathing"](#)
- For elementary aged children, check out Second Step's [Imagine Neighborhood](#), a free podcast is designed to help kids and families tackle the big feelings that come with growing up.
- [CDC's "Helping Children Cope"](#)

## **Frequently Asked Questions Regarding GCS Reentry on April 6th-Families**

### **Q: What will the weekly schedule look like on April 6th and what are our bell times?**

A: Five days of instruction. Our bell times will be 7:55-2:55 on M, T, Th, and F. Wednesdays will be an early release day for K-6 (7:55-12:35), and a regular schedule for MS. Teachers will be here, on duty, beginning at 7:40.

### **Q: What does morning drop-off look like?**

A: Vehicles are to remain in the parent drop-off line. When you reach the front of the school, your child can exit the vehicle. Please make sure masks are on prior to exiting the vehicle.

Students will enter the courtyard to the cafeteria where breakfast will be served. After eating breakfast, students will have the option to go to the playground until the first bell (7:50). We ask that you do not park in the parking lots to drop-off your student(s).

### **Q: What does afternoon pick-up look like?**

A: Vehicles are to remain in the parent pick-up line. Parents, please remain in your vehicle and when you reach the front of the school, students will be called to your vehicle. We ask that you do not park in the parking lots to pick-up your student(s).

### **Q: What are the rules for the adults coming to the campus?**

A: Please see the checklist below, but for our specific purposes, we are asking that you please contact the school (505-467-3100) before you arrive. If it is for a pickup, we can have your student(s) ready for you when you arrive and we will walk them out to your car. If it is for a delivery, one of the office staff will go out and meet you at your vehicle to receive the drop-off. If you would like to speak with a school official

### **Q: Will the hybrid option for students be available?**

A: There are only two options for students - remote or in-person.

### **Q: Will 21st century schools be onsite?**

A: Yes, they will start on April 6th with both in-person and remote options. Please ask Heather or Lynne for details. Unfortunately, spaces for in person learning are reserved for those students who have been attending the program this year. The state asks that students who are enrolled in the 21st century program attend a minimum of 30 days and we do not have thirty days left in our program (we end May 7th), so new registrations are closed.

### **Q: What if students do not wear their mask or refuse to wear their mask?**

A: This is the "Prime Directive" of re-entry. We will be using the Code of Conduct's progressive discipline framework for this. Basically, the first infraction will be the student coming to speak with us and a parent phone call. The second infraction will result in the student being sent back to remote schooling.

### **Q: Are there alternatives to wearing masks?**

A: Please see the checklist below.

**Q: What if my student forgets their mask?**

A: Please see the checklist below.

**Q: Are families required to report if their student has tested positive?**

A: Yes, we are requesting that families report all positive cases to their school administrator or nurse.

**Q: What are the Playground Guidelines?**

A: All grade levels will have designated areas to play in for all recesses. These will be reassigned on a weekly basis. Our custodial staff will sanitize structures on a regular basis.

**Q: Can the students use cubbies and lockers?**

A: Yes. However, we will be assigning based on social distancing requirements and staggered dismissals.

**Q: Which bathrooms are the students allowed to use?**

A: There are currently no regulated bathroom assignments. We are, however, having them cleaned on a regular basis.

**Q: What will lunch and snack times look like? What about the rules around water bottles?**

A: Lunch distancing is being monitored by those on duty. Students can be spaced 3ft. apart on the tables and we will have tables outside (capacity is 51 inside and 9 outside). Snack times will be held outside only. Water fountains are not being used. We would like for students to bring their own refillable bottles as we have multiple bottle fillers available.

**Q: What is the plan for the students whose teacher will not be back until a later date.**

A: Please see below:

- Ms. Serna's Class: Dr. Bailey will supervise the students in Ms. Serna's classroom
- 2nd Grade: The students will be supervised in Mr. Lorenzen's class by a 3 teacher rotation.
- Ms. Durr's Class: Ms. Kahawai will be supervising those students in her classroom.
- Mr. Falk's Class: Ms. Weckert will be supervising those students in her classroom.
- Ms. Johnson's Class: Ms. Montoya will be supervising those students in her classroom until the following Monday.
- 7th Grade students will be supervised by Mr. Granillo in Mr. Dobbs' classroom.
- 8th Grade students will be supervised by Mr. Jaramillo in Mr. J's classroom.
- K-5 Library and Art students, as well as 5th Grade PE will be supervised by Robyn and will be housed in Ms. Goetz's art room.
- 1st-4th PE as well as 6th Grade Art, Library, and PE students will be housed in the small gym and will be supervised by Heather.

**Q: Will we be given a supply list?**

A: First, please see the checklist below. Beyond that information, your teacher might be sending out a supply list, however you are not required to purchase supplies and we have plenty of supplies to help when necessary.