



Española Public Schools

Striving for Excellence

RE-ENTRY PLAN 2021-22

Safe Return to In-Person Instruction



Carlos F. Vigil Middle School

Clifford Tompson
Principal

Veronica War-Montoya
Assistant Principal

Carlos F. Vigil Middle School
Safe Return to In-Person Instruction

District Re-Entry Planning & Response Team

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Española NEA Designee

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| School Re-Entry Planning & Response Team | | |
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| | Primary Designee | Secondary Designee |
| <p>Point of Contact Planning Responsibilities: A. Coordinate, supervise & execute School Re-Entry Plan.</p> <p>Emergency Responsibilities: B. Collect and maintain all info about who is in the building. C. Notification of District Staff and coordination of district resources as needed. D. Coordination & oversight Communication with the school response team.</p> | <p>Clifford Tompson, Principal Clifford.tompson@k12espanola.org (505) 753-1348, (505) 753-1360</p> | <p>Veronica War-Montoya, Asst. Principal Veronica.montoya@k12espanola.org (505) 753-1348, (505) 901-2416</p> |
| <p>Communications <i>Assists in communication needs related to pre-planning and emergency response. Coordinates website postings, social media posts, School Messenger auto-dialer notifications.</i></p> | <p>David Tripp, Office Manager David.tripp@k12espanola.org (505) 753-1348</p> | <p>Clifford Tompson Clifford.tompson@k12espanola.org (505) 753-1348</p> |
| <p>Health & Wellness <i>Assists in maintaining all health & wellness documentation for students & staff, maintains secure temperature & screening logs, reports all positivity cases and assists with contact tracing.</i></p> | <p>Victoria Baros Victoria.baros@k12espanola.org (505) 753-1348</p> | <p>Felicia Vigil Felicia.vigil@k12espanola.org (505) 753-1348</p> |
| <p>Student Supervision <i>(Emergency)</i> <i>Assists as the point person to ensure all students are appropriately supervised by their primary instructor during emergency response. Serves as "back up" for POC.</i></p> | <p>Veronica War-Montoya Veronica.montoya@k12espanola.org (505) 901-2416</p> | <p>Patricia Herrera Patricia.herrera@k12espanola.org (505) 753-1348</p> |
| <p>School Facilities <i>Assists in securing all classrooms during emergency response, provides facility management support to first responders as necessary.</i></p> | <p>Chris Archuleta, Security (505) 753-1348</p> | <p>Delfin Quintana, Security (505) 753-1348</p> |



Emergency Response Preparedness

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| Evacuation Rally Point & Protocols | <p>On campus rally points & protocols</p> <ul style="list-style-type: none">● Every staff member will be given a copy of the evacuation procedures and locations for their classroom. Each location is labeled on the map and clearly marked on campus.● In case of an evacuation, teachers will escort their students to their designated evacuation location.● Teachers will ensure that students are 6 ft socially distanced and continue to wear their masks properly while in close proximity.● At each evacuation location, there are clear marks that are 6ft socially distanced.● Teachers will take attendance and will account for all of their students during the evacuation. <p>Off campus evacuation site & protocols</p> <ul style="list-style-type: none">● Teachers will escort their students off campus to the designated site.● Teachers will supervise students to maintain social distance and to continue to wear their masks while in close proximity.● Teachers will take attendance and will account for all of their students during the evacuation. |
| Student Pick Up Procedures | <p>Plan for verification of authorized pick up & sign out</p> <ul style="list-style-type: none">● In case of an emergency, parents/guardians and/or other approved family members will call the front office to ask for the student and schedule the time of pick up.● Parents/guardians and/or approved family members will call the front office when they are outside the school.● Support staff will escort the student outside with a sign out sheet for the family member to sign. |
| Student Transportation Procedures | <p>Plan for documenting who went home on the bus & bus #</p> <ul style="list-style-type: none">● A list of students and what bus they take will be kept in the front office and distributed to teachers.● Students will be dismissed to the bus according to the arrival of the bus and the list that is provided.● The list will also include students who are picked up/dropped off. <p>Plan for ensuring students are received when they get off the bus (if dismissed early or at a non-regular time).</p> <ul style="list-style-type: none">● Security and support staff will assist in supervising students as they get off the bus.● If students are evacuated at the non-regular time a school staff member will ride the bus with students to verify students get home safely and are received by a responsible caretaker. Students who cannot get home safely will be returned to the school site.● Documentation of who the student is released/received by will be maintained by the accompanying teacher. |



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| Plan for When a Student Cannot Be Picked Up Immediately | Who is called, who remains, are they safely transported (by an authorized district vehicle)? <ul style="list-style-type: none">● Students who are not picked up immediately or do not have a plan to be picked up will remain with the teacher until 3:30 pm.● If the student is not picked up, then the teacher will escort the student(s) to the front office.● The student must attempt to contact a parent/guardian or family member.● If the student is not picked up by 4:00 pm, the front office will call the Director of Safety and Security and EPD. |
| Sending Staff Home | <ul style="list-style-type: none">● Teachers are released at 3:30 pm when all assigned students have left or have been escorted to the front office to await pick up.● Staff/Teachers must lock up their classroom and leave campus by 4:00 pm unless prior approval by administration.● Security and the Principal are the last staff members to leave the campus. |
| Student Groups | <ul style="list-style-type: none">● 7th graders begin school at 7:55 a.m., have lunch from 10:50 to 11:30, and end school at 3:23 p.m.● 8th graders begin school at 7:55 a.m., have lunch from 11:50 to 12:30, and end school at 3:23 p.m.● Student groups include students learning remotely and students who are in person in the classroom. |



Essential Re-Entry Planning & Preparation

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| School Hours | <p>Hours of Operation (Office): 7:30-4:00</p> <p>Hours of Operation (Teachers): 7:45-3:30</p> <p>Student Instructional Hours: 7:50-3:23</p> |
| Signage | <p>Plan for maintaining social distancing</p> <ul style="list-style-type: none"> Students will maintain social distancing while waiting to enter the building with clearly marked 6-foot spaces or to the extent possible as CDC and/or NMPED guidelines. Students will maintain social distancing while in the classrooms by staying at/or near their assigned seats or to the extent possible as per CDC and/or NM PED guidelines. Students will maintain social distancing while on breaks in evacuation areas with clearly marked 6-foot spaces or the extent possible as per CD and/or NM PED guidelines. <p>Entrance signage</p> <ul style="list-style-type: none"> Signs to enter the building will be clearly marked for staff and the two entrances for students (main office and 8th grade wing). Notices and reminders for maintaining social distancing and wearing masks will be posted at all entrances. <p>Traffic flow</p> <ul style="list-style-type: none"> Traffic flow markers will be posted throughout the campus, in hallways, in corridors, and on sidewalks. <p>Social distancing marks/lines</p> <ul style="list-style-type: none"> Social distancing lines will be marked outside the entrances to the school, near the parking lot and on the sidewalks leading to the entrances. Social distancing lines will also be marked in each evacuation area. <p>Prevention signage</p> <ul style="list-style-type: none"> Social distancing, mask wearing, and hand-washing notices will be posted throughout the school, in hallways, near classrooms and restrooms. |
| Sanitization Stations | <p>Hand washing stations</p> <ul style="list-style-type: none"> There will be hand-washing stations located in each bathroom (running water and soap will be available). <p>Sanitization stations</p> <ul style="list-style-type: none"> There will be sanitization stations located at each entrance to the building for check-in (teachers, main office entrance). This includes hand sanitizer and disinfectant wipes. <p>Classroom sanitization stations</p> <ul style="list-style-type: none"> There will also be sanitization stations located at the entrance to each classroom. This will include hand sanitizer and disinfectant wipes. |
| Ventilation & Filtration | <p>What type of air filtration system does your school have?</p> <ul style="list-style-type: none"> MERV 11 and MERV 13 <p>When were filters installed? Replacement cycle?</p> <ul style="list-style-type: none"> February 2021 and will be replaced every 3 months <p>Is there a need for additional ventilation/box fans?</p> <ul style="list-style-type: none"> CFVMS is also equipped with HEMPA air purifiers in each classroom, along with box fans. * Contact maintenance department if needed. |



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| Student Groups & Scheduling | <ul style="list-style-type: none"> All staff will return on August 4, 2021 All students will return to in-person learning will return on Monday, August 9, 2021 |
| Isolation Area & Procedures | <p>The isolation area is located in Room 107.</p> <ul style="list-style-type: none"> Any students who have developed COVID-19 symptoms during the day will be taken to the isolation area by the appropriate support staff member wearing proper PPE to await pick up. Teachers who have developed COVID-19 symptoms during the day must inform the front office so that appropriate supervision can be found for their students. Then must leave the campus immediately, limiting contact with other staff members and limiting exposure to other areas of the building beyond their assigned areas. Staff members who have developed COVID-19 symptoms during the day must inform the front office and will be asked to go home and leave the building and campus immediately, limiting contact with other staff members and limiting exposure to other areas of the building beyond their assigned areas. |
| Notification of Positive Case Protocol. | <p>Communication regarding positive cases will be handled in a timely and thoughtful manner. Every effort should be made to maintain confidentiality of the infected individual. Within four hours of the school being notified of a positive case, the <i>close contacts</i> are to be notified by the school of the requirement to quarantine for 14 days from the last exposure. Students and staff identified as close contacts are highly encouraged to be tested.</p> <p>The identified school representative will be responsible for completing the district Rapid Response Reporting Form, which will submit directly to district representative Anna Vargas Gutierrez for submission to the NMPED Rapid Response Submission website.</p> <p style="text-align: center;"><u>Rapid Response Reporting Form</u> (Click for Google Form Link)</p> <p>Who will staff and students report positive cases to?</p> <ul style="list-style-type: none"> Positive cases will be reported to Clifford Tompson and Victoria Baros <p>Who will conduct contact tracing?</p> <ul style="list-style-type: none"> Contact tracing will be conducted by Jannelle Lujan and School Administration <p>Who will be responsible for sending out the Notification of Positive Case Letter to close contacts?</p> <ul style="list-style-type: none"> Notifications of Positive Case Letter to close contacts will be sent out by Jannelle Lujan and School Administration. |
| Re-entry Orientation & Training Plan | <ul style="list-style-type: none"> CFVMS Re-entry plan will be presented and staff will be trained on August 4, 2021 at 8:15 AM CFVMS administration will host a virtual Open House and Orientation on the re-entry protocols & plan on August 5, 2021 at 5:30 PM. The link may be found on the CFVMS website Teachers will participate in debriefing sessions to determine if adjustments are necessary. CFVMS will send out and post a site-specific Parent and Student Re-Entry guide on our school website. |
| Visitor Check In & Procedures | <p>General Visitation</p> <ul style="list-style-type: none"> All visitors will need to call the office to make an appointment. Parents needing assistance must have an appointment to come onto campus. Visitors must also go through the security in the front office and complete the health screening. <p>District Staff</p> <ul style="list-style-type: none"> All other staff, including maintenance, front office staff, district office staff, any other non-site-specific staff, etc., must also check-in and be screened through the front office. |



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| | <ul style="list-style-type: none">● Maintenance must have work orders to justify their presence in a particular area of the school.● Outside businesses/organizations, including UPS, FedEx, etc., will also be required to check-in and be screened through the front office by security personnel. |
| Classroom Preparation | <p>Setting up for remote learning / broadcast</p> <ul style="list-style-type: none">● Each classroom will have adequate access to the school's Wi-Fi.● Teachers will have access to adequate equipment for online instruction. <p>Setting up labs or ancillary space for re-entry</p> <ul style="list-style-type: none">● Desks will be spaced and facing one direction. <p>Sanitization stations</p> <ul style="list-style-type: none">● Sanitization stations will be set up at each check-in and at the entrance to each classroom. <p>Instructional resources & re-entry signage posted</p> <ul style="list-style-type: none">● Re-entry signage is posted throughout the school, in hallways, near classrooms and restrooms. <p>Setting up desks for in person learning</p> <ul style="list-style-type: none">● Desks will be spaced to the extent possible and facing one direction. <p>Charging stations</p> <ul style="list-style-type: none">● Each classroom will be equipped with appropriate equipment to charge laptops/chromebooks (extension cords, power strips, etc.).● Students and parents will be advised in orientation meetings that they should arrive at school with their laptop/chromebooks fully charged. |



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Essential Re-Entry Procedures & Expectations

| | Teachers | Students | Support Staff |
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| Start of Day: School Entry Procedures | <ul style="list-style-type: none"> • Teachers are required to park in their designated area. • Teachers will enter the building through the Front Office Entrance prior to or at 7:50 am. • Teachers and entering staff will be screened by Security or office staff from 7:30 am to 7:50 am at the Front Office entrance. • Upon entering the building teachers will report to classrooms to await the arrival of students. • Teachers are expected to follow the traffic flow directions through the hallway and throughout the school campus. | <ul style="list-style-type: none"> • Students should not be dropped off and cannot enter the building before 7:30 am. • All students must be checked in by 7:50 am. • Students that ride the bus will enter the 8th grade wing starting at 7:30 am. (Students must wear their masks properly upon entry into the building). Drop Off students will enter through the Front Office check in. • Students will have signed an Assurance agreement on file before entry into the building. • Proper masks will be required, no exceptions (cannot include bandanas, gaiters, scarfs, etc.). • Masks should also be appropriate for an education setting. Cannot include profane language or any other inappropriate content. • Students will pick up their breakfast after they check in from the grab and go station located near the entry point. • Students will go to their assigned teachers' classroom. • Students are expected to follow the traffic flow directions through the hallway and throughout the school campus. | <ul style="list-style-type: none"> • Staff are required to park in their designated area. • Enter the building through the Front Office entrance prior to or at 7:50 am. • Assist in directing students to their assigned classrooms following the designated traffic flow. • Nurse available at Front Office check-in station for health support • All staff are expected to follow the traffic flow directions through the hallway and throughout the school campus. |
| Classroom Entrance Procedures | <ul style="list-style-type: none"> • Teachers will have hand sanitizer available as students enter the classroom. • Teachers are responsible for making sure students are in their assigned seats. • Teachers will also supervise students while in the classroom to ensure social distancing, mask requirements, and all other COVID-19 safety protocols are followed. | <ul style="list-style-type: none"> • Students will use hand sanitizer upon entry into their classroom and proceed to their assigned seat. • Students are required to sit in their assigned seat. • Students are required to follow all COVID-19 safety protocols and practices, including social distancing. | <ul style="list-style-type: none"> • Support staff will be available for the teachers' and students' needs (Supervision, communication, meals, etc.). |

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| | <ul style="list-style-type: none"> Teachers will establish procedures for students to ask permission for bathroom breaks or other students' needs. Teachers will provide office-issued bathroom passes to ensure security can identify students who have permission to be outside the classroom | <ul style="list-style-type: none"> Students are required to wear a mask properly at all times, covering nose and mouth (the only exception is when eating and drinking) | |
| Transitions | <ul style="list-style-type: none"> Teacher will monitor students transitioning from class to class between periods. Faculty will enforce a minimum six feet social distancing and wearing of masks. Students will travel in continuous forward movement as shown by arrows along the floor and wall. During lunch and after and before school hours teachers will ensure that students maintain at least six feet of social distance and wear masks. | <ul style="list-style-type: none"> Students will travel from class to class throughout the school day. Students have five minutes to reach their destination in a timely manner. Students will travel directionally, not turning and walking against traffic. Arrows show the direction of travel. Students are to maintain at least six feet of social distance, wear masks, and face in the same direction whenever possible. | <ul style="list-style-type: none"> Support staff are to monitor hallways during transitions and enforce (1) directional travel; (2) six feet social distance (minimum); and (3) wearing masks. Support staff will model and enforce directional travel. Support staff will assist with supervision during mask breaks and other scheduled breaks. |
| Breakfast | <ul style="list-style-type: none"> Breakfast will be served in the cafeteria. Students will be asked to wash hands before meals, use hand sanitizer, and replace masks after dining. After finishing breakfast, duty teacher(s) will supervise students exiting the cafeteria through the west door, and in the commons area in front of the school. | <ul style="list-style-type: none"> Breakfast will be served in the cafeteria. Students will be asked to wash hands before meals, use hand sanitizer, and replace masks after dining. After finishing breakfast students will exit the cafeteria through the west door. | <ul style="list-style-type: none"> Support staff are to provide supervision and support during breakfast. Students with unique special needs will be cared for by their educational assistant. |

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| Lunch | <ul style="list-style-type: none"> ● Lunch will be served in the cafeteria. ● Supervisory staff will ensure that students are adhering to mask and distancing protocols. ● Students will use hand sanitizer prior to picking up their lunch, and must replace masks after dining. ● Students will bus (clean their trash) off their own tables. Students will exit the cafeteria through the west door, dropping off trash as they exit. | <ul style="list-style-type: none"> ● Lunch will be served in the cafeteria. ● Students are encouraged to wash hands before meals, use hand sanitizer, and replace masks after dining. ● After indoor dining, students exit the cafeteria through the west door, dropping off trash as they exit. ● Students will be excused to the football field for the remainder of their lunch break. Administration has the prerogative to send students to the courtyard. | <ul style="list-style-type: none"> ● Support staff are to provide supervision and support during lunch ● Students with unique special needs will be cared for by their educational assistant. ● Support staff will escort students from the resource room to the cafeteria. |
| Common Areas <i>Areas Include: identify your school's common areas</i> | <ul style="list-style-type: none"> ● A minimum of six feet of social distance, with all parties wearing masks, is required. ● The area in front of the school, the courtyard, and the football field are common areas. ● Students and adults are to maintain six feet of social distance minimum at all times and wear masks except when eating or drinking. | <ul style="list-style-type: none"> ● Teachers are to enforce six feet minimum of social distance and all parties wearing masks. ● CFVMS is on our normal schedule, and school will be conducted as such. ● Schedules will be provided to students and parents through Google Classroom and will be posted on the School webpage. ● Teachers are expected to enforce policy to the best of their ability and to report repeated misbehavior and incidents of concern. | <ul style="list-style-type: none"> ● Educational aides will tend to their assigned students' needs. Remaining staff will assist in enforcing six feet minimum social distance requirements. ● Educational assistants will tend to their assigned students' needs. ● Staff will enforce social distancing and mask wearing. |

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| Recess | <ul style="list-style-type: none"> ● CFVMS does not have recess. ● Students will be permitted to remove masks while having lunch break at the football field if they maintain at least six feet of social distance. ● Security officers and administration will enforce at least six feet of social distance if masks are removed. | <ul style="list-style-type: none"> ● CFVMS does not have recess. ● Students will be permitted to remove masks while having lunch break at the football field if they socially isolate, as defined by maintaining at least six feet of social distance. | <ul style="list-style-type: none"> ● CFVMS does not have recess. ● Staff will assist teachers in enforcing six feet of social distance when students choose to take a mask break during lunch recess. |
| Restrooms | <ul style="list-style-type: none"> ● During class, teachers will need to call the front office to request coverage for classes for personal restroom breaks. ● Teachers will be issued restroom passes for student use during class. ● Teachers will not permit a second student to leave class until the previous student has returned. ● Teachers will make note of restroom release time and will notify administration/security if a student is out of class for more than ten minutes. ● During passing periods, teachers will monitor restrooms to enforce social distancing and mask wearing. Teachers will limit the number of students in the restroom to five at a time. | <ul style="list-style-type: none"> ● Security officers will monitor the restrooms during the school day, limiting use to one student in the restroom. ● Social Distancing. Students will strive to maintain an arm's length distance of six feet from peers while using the restroom. ● Expectations. Students using the restroom will do their best to maintain six feet of social distance within the confined space of the restroom. ● Students must limit the number of students in the restroom to four at a time. ● Regular hand washing at adjacent sinks will be encouraged. | <ul style="list-style-type: none"> ● Staff will assist in monitoring restroom use by enforcing social distancing of six feet and mask wearing of all parties. |

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| Transition | <ul style="list-style-type: none"> ● Teachers will position themselves in the hallways at the end of class. ● Teachers will assist students succeed in arriving at their next class within the five minutes allotted between classes. ● Students will maintain six feet of social distance and wear masks while traveling through hallways in a continuous direction. ● Teachers and other school personnel are required to enforce directional travel. Arrows are on the floor and on the wall to indicate the correct direction of travel. ● Security officers and administration will direct students in transition to remain to the right side of the hallway. | <ul style="list-style-type: none"> ● Schedule. Students will maintain six feet of social distance and wear masks while traveling through hallways in a continuous direction. ● Students will be asked to travel on the right-hand side of the hallway. ● Students are to keep six feet of social distance between each other. ● Expectations. Arrows are on the floor and on the wall to indicate the correct direction of travel. Students are expected to travel directionally as indicated by the arrows. ● Students are required to face in the forward direction while traveling in the hallway. ● Students will keep to the right half of the hallway. | <ul style="list-style-type: none"> ● Staff will aid students needing assistance between classes as needed. ● Staff will enforce six feet of social distance between passing students. ● Staff are responsible for supervision of students transitioning from class. ● Staff will provide one on one assistance as needed to students who appear to need extra time to travel to class. |
| Communication | <ul style="list-style-type: none"> ● Teachers will email students and parents as necessary to inform families regarding the progress of students. ● Teachers will use Google Classroom to update students on assignments and important information. ● Teachers will use their telephones to call the office as necessary. Teachers will call home as needed to update families. ● Teachers will communicate with students in Wednesday small group instructional meetings. ● Teachers will use the intercom or classroom phone when necessary to communicate with the front office. | <ul style="list-style-type: none"> ● Students will email teachers as necessary. ● Students will submit assignments in Google Classroom when asked. ● Students will seek teacher guidance when unsure of responsibility. | <ul style="list-style-type: none"> ● Support staff will seek out teacher instruction and carry it out to the best of their ability. ● Support staff will email supervising teachers when necessary. |
| Security & Supervision | <ul style="list-style-type: none"> ● Assist with check-in and health screenings in the morning. ● Teachers must notify security and the front office if they suspect there is a student and/or visitor on campus that has not been checked in. ● Only security and administration will be allowed complete access to all areas on campus. | | <ul style="list-style-type: none"> ● Support staff must monitor traffic in the halls to ensure that students maintain 6 feet of social distance with all parties wearing masks. |

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| COVID-19 Symptom Reporting | <ul style="list-style-type: none"> Teachers who have COVID-19 symptoms will notify administration immediately and will not report to campus. They will also follow the proper protocol for getting tested. Teachers who do not pass all of the health screenings upon check-in will not be allowed entry into the building and will be sent home to follow the proper protocol for getting tested. Teachers who develop symptoms during the day will notify admin and front office staff immediately and will be required to go home. They will also follow the proper protocol for getting tested. Staff who escort the student with symptoms will be equipped with the proper PPE and must follow all COVID-19 safety protocols and practices. All staff will check-in on Dr. Owl when they arrive on campus | <ul style="list-style-type: none"> Students who have COVID-19 symptoms will notify their teacher immediately and will not report to campus. Students who do not pass all of the health screenings upon check-in will not be allowed entry into the building and will be sent home. Students who develop symptoms during class will inform the teacher immediately and the teacher will call the front office to make arrangements to contact parents/guardians so the student can be picked up. Security and/or a support staff member will immediately escort the student to the designated area to await pick up, Room <u>107</u>. | <ul style="list-style-type: none"> Support staff who have COVID-19 symptoms will notify administration immediately and will not report to campus. They will also follow the proper protocol for getting tested. Support staff who do not pass all of the health screenings upon check-in will not be allowed entry into the building and will be sent home to follow the proper protocol for getting tested. Support staff who develop symptoms during the day will notify admin and front office staff immediately and will be required to go home. They will also follow the proper protocol for getting tested. Nurse available at station for health support. All staff will check-in on Dr. Owl when they arrive on campus. |
| Student Absenteeism | <ul style="list-style-type: none"> Teachers take daily attendance in Synergy. The Dean of Students, working with counselors and teachers, will call parents and guardians of truant students. Parents conferences will continue to be scheduled as needed for students with excessive absenteeism. | <ul style="list-style-type: none"> Students are required to participate in parent/guardian conferences that are called due to absenteeism. Students' best work is expected at school, at all times. When students exhibit absenteeism, parents will be notified, conferences will be held, as indicated. | <ul style="list-style-type: none"> Support staff inform the supervising teacher when absenteeism has been observed. |
| Materials, Resources & PPE | <ul style="list-style-type: none"> Faculty and staff are required to wear protective masks at all times while on campus except when they are eating or drinking. Protective masks will be brought by the wearer to school, and will be provided as needed in the front office to those needing protective masks. | <ul style="list-style-type: none"> Students are required to wear protective masks at all times while on campus except when they are eating or drinking. Protective masks will be brought by the wearer to school, and will be provided as needed in the front office to those needing protective masks. | <ul style="list-style-type: none"> Faculty and staff are required to wear protective masks at all times while on campus except when they are eating or drinking. Protective masks will be brought by the wearer to school, and will be provided as needed in the front office to those needing protective masks. |

Carlos F. Vigil Middle School
Safe Return to In-Person Instruction

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| <p>End of Day: School Exit Procedures Bus Area</p> | <ul style="list-style-type: none"> All students will be dismissed at the end of the school day at 3:20 PM. They will proceed to the parent pick-up or they will wait for their parents to arrive in the supervised area in front of the school building. Teachers will proceed to their prospective duty assignments for After School Duty and will ensure mask wearing and appropriate social distancing until the end of their duty shift. | <ul style="list-style-type: none"> Students are dismissed at 3:20 PM. They are to exit the building in an orderly fashion to the bus loading area. Students are required to maintain at least six feet of social distance and to wear masks. | <ul style="list-style-type: none"> Staff members will patrol the common area in front of the school and enforce social distance requirements of six feet and will enforce mask wearing. |
| <p>End of Day: School Exit Procedures Parent Pick Up Area</p> | <p>Supervision Plan</p> <ul style="list-style-type: none"> All students will be dismissed at the end of the school day at 3:20 PM. They will proceed to the parent pick-up or they will wait for their parents to arrive in the supervised area in front of the school building. Teachers will proceed to their prospective duty assignments for After School Duty and will ensure mask wearing and appropriate social distancing until the end of their duty shift. | <p>Expectations</p> <ul style="list-style-type: none"> Students are dismissed at 3:20 PM. They are to exit the building in an orderly fashion to the bus loading area. Students are required to maintain at least six feet of social distance and to wear masks. | <p>Supervision Plan</p> <ul style="list-style-type: none"> Support staff will be responsible for the safe and orderly departure of our students who are picked up in the semi-circle drive immediately west of the bus loop. Support staff, including educational assistants, counselors (when available) ancillary staff (when available) and administrators will supervise the safe and orderly departure of bus students, ensuring that students and other individuals maintain at least six feet of social distance while wearing masks. |
| <p>School Rooms Being Utilized (Insert a School Map with identified Hybrid</p> | <ul style="list-style-type: none"> English: 169, 158, 209, 202 (Jaramillo, Gallegos, Lederman, and Garcia). Math: 168, 160, 101, 104 (Kimball, Scott, Throne, McGinn, Amoma) Science: 174, 151, 205, 204 (Baca, Snelson-Allinder, N. Alemania, Manning) | <ul style="list-style-type: none"> English: 169, 158, 209, 202 (Jaramillo, Gallegos, Lederman, and Garcia). Math: 168, 160, 101, 104 (Kimball, Scott, Throne, McGinn, Amoma) Science: 174, 151, 205, 204 (Baca, Snelson-Allinder, N. Alemania, Manning) | <ul style="list-style-type: none"> English: 169, 158, 209, 202 (Jaramillo, Gallegos, Lederman, and Garcia). Math: 168, 160, 101, 104 (Kimball, Scott, Throne, McGinn, Amoma) Science: 174, 151, 205, 204 (Baca, Snelson-Allinder, N. Alemania, Manning) |

Carlos F. Vigil Middle School
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| room clearly identified on final page) | <ul style="list-style-type: none"> ● Social Studies: 201, 203, 173, 155 (Wise, Salazar, Acabal, Vacant) ● Special Education: 109, 207, 145, 171 (Salipan, Lopez, Della Pena, Germino) ● Physical Education: Gym ● Electives 1: 208, 179, 162, 198, 103 (Liufau, Tadlib, R. Alemania, Herrera) ● Electives 2: Music, 128, 192, 121, 105, 157 (Iloff, Trujillo, Espinosa, Cata) | <ul style="list-style-type: none"> ● Social Studies: 201, 203, 173, 155 (Wise, Salazar, Acabal, Vacant) ● Special Education: 109, 207, 145, 171 (Salipan, Lopez, Della Pena, Germino) ● Physical Education: Gym ● Electives 1: 208, 179, 162, 198, 103 (Liufau, Tadlib, R. Alemania, Herrera) ● Electives 2: Music, 128, 192, 121, 105, 157 (Iloff,, Trujillo, Espinosa, Cata) | <ul style="list-style-type: none"> ● Social Studies: 201, 203, 173, 155 (Wise, Salazar, Acabal, Vacant) ● Special Education: 109, 207, 145, 171 (Salipan, Lopez, Della Pena, Germino) ● Physical Education: Gym ● Electives 1: 208, 179, 162, 198, 103 (Liufau, Tadlib, R. Alemania, Herrera) ● Electives 2: Music, 128, 192, 121, 105, 157 (Iloff, Trujillo, Espinosa, Cata) |
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School Map

■ = Student Rooms (A = Monday/Tuesday; B=Thursday/Friday)

■ = Isolation Room

■ = Office Support



Classroom Key on Page 17

Carlos F. Vigil Middle School
Safe Return to In-Person Instruction

MAP KEY

Carlos F. Vigil Middle School

Map Key

7th Grade Side of Building

Instructional Classrooms

Re-entry Plan

April & May, 2021

| Room Number | Teacher' Name | Subject |
|-------------|-----------------------|------------------|
| 145 | Ma Lilly Della Pena | EDSP |
| 151 | Main Snelson-Allinder | Science |
| 155 | Noah Seltzer | ELA |
| 157 | Brandon Cata | Tewa |
| 158 | Virgilio Larena, Jr. | Social Studies |
| 160 | Mike Throne | Math |
| 162 | Captain Clark | Military Science |
| 168 | Sean Kimball | Math |
| 169 | Mike Jaramillo | ELA |
| 173 | Johnny Baca | Science |
| 174 | Gene Vi Acabal | Social Studies |
| 179 | Rebecca Dzick | ELD |
| 193 | Manny Espinosa | Smart Lab |
| 198 | Roger Alemania | Electricity |

8th Grade Side of Building

| | | |
|-----|------------------|----------------|
| 101 | Damon McGinn | Social Studies |
| 102 | Cristina Germino | EDSP |
| 103 | Delman Herrera | Spanish |
| 104 | Mitzi Amoma | Math |
| 105 | James Scott | Test Prep |
| 107 | Isolation Room | Medical |
| 109 | Judy Salipan | EDSP |
| 201 | Mary Wise | Math |
| 202 | Monica Vigil | ELA |
| 203 | Peter Madsen | Social Studies |
| 204 | Amorrina Serrano | Science |
| 205 | Nelia Alemania | Science |
| 207 | Genevieve Lopez | EDSP |
| 209 | Megan Lederman | ELA |
| 221 | Kathy Moen | Reading |