Frequently Asked Questions

About the 2020-2021 School Year

At Clovis Municipal Schools
INTRODUCTION

These Frequently Asked Questions (FAQs) have been compiled to assist families of students attending Clovis Municipal Schools with navigating the 2020-2021 school year. This document has been prepared with the intention of revising and updating as the school year unfolds, circumstances change, and new questions or answers arise.

Please note the revision date in the bottom left corner of each page. This date will be updated each time a change is made. Revisions will also be noted with dates beside individual items that are changed or added.

*Contact the office staff at your child’s school by phone or email your teacher/s with additional questions not covered here. If your questions are asked frequently by other parents, they may be added to this document.

*Added at 11 a.m. August 14, 2020.
INTRODUCTION

TABLE OF CONTENTS

START OF SCHOOL/ENROLLMENT

COHORTS: A, B & C (COLA)

CHROMEBOOKS

REMOTE LEARNING

COVID-19: HEALTH & SAFETY DURING IN-PERSON SCHOOL

Frequently Asked Questions: Revised: 3:20 p.m. August 14, 2020
START OF SCHOOL/ENROLLMENT

Q: How are we starting school and when?

A: School will begin August 17 for 1st-12th grade students and August 24 for Preschool & kindergarten. By state public health order, the school year will begin in Remote Learning mode with the state considering a move to Hybrid Learning no earlier than September 8, later if the rate of COVID-19 spread has not dropped.

Q: When will schedules come out?

A: Schedules should be available in Skyward Family Access by August 12, if the returning student verification information has been updated or new student enrollment has been completed. Please be aware, a new section was added to registration/verification (Emergency Contact Form) after the enrollment process began this year. The form must be completed before registration is complete, so families may need to return to Skyward to fill out the new form. **If you cannot see your student's teacher/schedule, please double check Form 10 Emergency Contact form in the registration process!**

*Q:* Step 10 of the registration process in Skyward is missing the form, so what do we need to do?

A: Contact the staff at your child's school by phone for assistance.

*Added at 11 a.m. August 14, 2020.*

Q: Must Chromebook agreements be completed in Skyward before families can access teacher assignments?

A: **Parents are required to do the re-enrollment process, including Chromebook agreements, prior to teacher assignment/secondary schedules can be accessed. Chromebook agreements will also be required for Pre-K.**

*Frequently Asked Questions: Revised: 3:20 p.m. August 14, 2020*
Q: How will we know where to log in on the first day of school?

A: Schools should be communicating with students and families prior to Aug. 17 as to what students need to do the first day.

Q: When are school zone transfers going to take place?

A: All Priority 1 transfers have been completed. In order to complete all others, we are required to determine if space is available for out-of-zone students in each grade level at each site. We are monitoring numbers now, but it is critical that we are able to get a true number of actively enrolled students when school starts before we are able to grant out-of-zone transfers. This means students who have applied for a transfer will have to begin the year at their zoned school. When enrollment numbers are confirmed, we can begin approving transfers on a space-available basis.

Q: Do I need to withdraw my student from Clovis Municipal Schools to go to online classes with CMS or another online school?

A: No. Enroll a new student or verify your student’s enrollment online with Clovis Municipal Schools using Skyward Family Access (CMS Registration) as you would during normal circumstances. If you wish for your student to attend online during 2020-2021, select Cohort C.

If, however, you choose for your student to attend an online program that is not part of the CMS district, you will need to contact that program or school district and withdraw your student from CMS once you have enrolled them elsewhere.

Q: How will we know if we will start going back to school in September?
A: The decision whether to return to in-person school in September or remain in remote instruction mode will be made by the New Mexico Office of the Governor and Public Health Department. The governor has publicly stated in-person learning will resume no sooner than September 8, and it is anticipated that announcements will be made by the state as that date draws near. The District will also communicate with families and communicate when an announcement is made. Updates and information can be found on the District webpage www.clovis-schools.org and the District Facebook page: Clovis Municipal Schools District-Offices.
COHORTS: A, B & C (COLA)

Q: Was there a deadline by which parents needed to give the schools their decisions as far as Cohort A/B vs COLA?

A: The Deadline to apply for Cohorts in Skyward was August 3, 2020. At any time throughout the school year, parents may request a change to Cohort C (COLA). Changes between Cohorts A & B are only permitted at the end of a semester.

Q: If I did not choose a cohort, how will I know what was chosen for my child/ren?

A: As schools are completing the planning process, which involves placing students and assigning teachers to cover cohorts. When this process is completed, schools will notify students/families as to the Cohort each student has been placed in.

*Q: We can't see the cohort in skyward? Who can verify this information for us?

A: As of the start of the year, since school is starting in Remote Learning Mode, schools may not have finalized their cohorts A and B, and won’t provide that information until they have. But, even without Cohorts A or B being finalized, parents can absolutely contact the school to confirm enrollment in Cohort C vs. A or B.

*Updated at 3:20 p.m. August 14, 2020.

Q: Will all parents who want to enroll their child in COLA be able to? If there is more demand than availability, how will students be prioritized? Will families need to prove pre-existing conditions/high risk?

A: Enrollment in COLA (Cohort C) during hybrid learning is at Parent/Student Choice (2020-2021 Reentry Guide, p. 2) and does not require proof of preexisting conditions or risk. At this point the District anticipates any demand can be met and no prioritization or restrictions are in place for participation. Please see NM PED Reentry Guidance regarding Instructional Hours.

Frequently Asked Questions: Revised: 3:20 p.m. August 14, 2020
We will not be able to determine Cohort C teachers until we have counts, so that will take a few more weeks. Students will not be online the entire school day, but they will be required to check in every day and participate in virtual lessons during the school day. The amount of time required for online participation will be dependent on the grade level and teacher to some extent. Attendance and grades will be taken based on the work done and turned in virtually.

Q: Will students/families be allowed to change the cohort they are participating in after school begins? Can they change from Cohort C to A or B, and vice versa?

A: Students/parents can change to Cohort C at any point, as long as space is available. However, students cannot change to Cohort A/B until the semester ends.

Q: If parents choose hybrid instruction, will you guarantee siblings in the same cohorts as much as possible?

A: Schools will make every effort to place siblings in matching cohorts. Unfortunately, however, there may be situations where this is not possible. For instance, this is particularly difficult when siblings attend different schools. If in doubt, parents are encouraged to contact their child/ren’s schools to determine their cohort placement. For more information on cohorts, please refer to the District Remote Learning Assurances and District Reentry Plan: District COVID-19 Information & Resources

Q: Will the district be sharing more information on COLA? For instance, the amount of live instruction per day, times that students are expected to log in, examples of expectations/curriculum/modes of instruction?

A: The District has created two documents which address these and other issues. This information is included in them and they are public documents. They are the: District Remote Learning Assurances and District Reentry Plan. They can be found online: District COVID-19 Information & Resources

Frequently Asked Questions: Revised: 3:20 p.m. August 14, 2020
**Q:** Will COLA include live instruction (if there is live instruction) be mandatory each day? Will it occur at staggered times to allow elementary school parents with children in multiple grades to facilitate?

**A:** *Daily attendance to remote learning is mandatory just as in-person attendance. For more information, refer to the District Remote Learning Guide.* Scheduling of instruction is determined by each school site. Accommodations can be made to download/provide content for students who have limited internet access, to allow for access to instruction materials offline.

**Q:** Will COLA for elementary school students include specials instruction? Will this be live instruction or asynchronous?

**A:** Yes, *specials and electives will continue during Remote Learning (COLA). This is covered by the District Remote Learning Assurances and District Reentry Plan: District COVID-19 Information & Resources* 

**Q:** Who do we contact when we need help?

**A:** If parents and/or students need assistance, please start with the teacher. If help is still needed, the teacher can point you to the next level of assistance. If you are not sure who to contact after visiting with the teacher, please contact the building principal at an Elementary School and iAcademy or the Assistant Principal at the Middle School, CHSFA, or CHS. Email is the best way to communicate with all personnel during this time. After visiting with the Assistant Principal, the next level of assistance is the Principal. If you still have unmet needs at that point, please contact the Central Office to visit with a district administrator. (Email conventions for most District employees is firstname.lastname@clovis-schools.org. There are some instances where an email address may contain a number or abbreviated name, if you are unsure, contact the office staff at your student’s school)
CHROMEBOOKS

Q: When will elementary sites distribute Chromebooks?

A: The District is working on getting Chromebooks out to the schools as quickly as possible and some schools already have an available inventory of student Chromebooks. As schools receive Chromebooks, it will be up to each site to create and communicate with families about distribution schedules and procedures that are in keeping with public health orders.

Q: Who do we call for Chromebook repairs?

A: Start by contacting your school. School staff will determine if the device needs to be repaired. If so, the student will get a replacement from the school.

Q: My child didn’t get a Chromebook, where can we go to pick one up?

A: Schools have an extra supply of Chromebooks to issue to students who have not received one. Contact your school office staff for more information.
**REMOTE LEARNING**

**Q:** Will Grab & Go meals be free this year like they were last spring during the closure?

**A:** The USDA has not approved for our State to operate under the Seamless Summer Option Program this school year. This is the program that allows all students under the age of 18 to eat for free. Due to this, whether in-person, hybrid, or remote, all districts in the state of New Mexico will operate under the National School Lunch Program, which is income-based.

Beginning in August our District lunch program will resume working under this program as we have in the past.

This year All Preschool students in the district and thirteen schools qualify to receive 100% free breakfast and lunch for the 2020-2021 school year:

<table>
<thead>
<tr>
<th>Arts Academy at Bella Vista</th>
<th>Lockwood Elementary</th>
<th>Marshall Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cameo Elementary</td>
<td>Parkview Elementary</td>
<td>Yucca Middle School</td>
</tr>
<tr>
<td>Highland Elementary</td>
<td>Sandia Elementary</td>
<td>CHS Freshman Academy</td>
</tr>
<tr>
<td>James Bickley Elementary</td>
<td></td>
<td>iAcademy (Lincoln Jackson)</td>
</tr>
<tr>
<td>La Casita Elementary</td>
<td>Gattis Middle School</td>
<td></td>
</tr>
</tbody>
</table>

**Q:** Will we have internet access like we did at the end of the school year?

**A:** The District will work to increase community-based wifi signals and Download & Go spots, however the District is unable to provide internet access to individual homes as it did in the spring of 2020. If your family has limited/no access to the internet, please contact your student’s teacher or school for accommodations and resources.
**Q:** Do we know how many hours of virtual lessons we should expect per day?

**A:** The guidance from the PED is that Instructional Hours are consistent with face to face instruction. That does not mean that students will be on the computer with their teacher for this amount of time. Each school will determine its own schedule for remote instruction and virtual class time and teachers will communicate that information to parents and students. For more information about New Mexico standards for instructional hours, please see the NMPED’s [Guidance on Instructional Hours During Reentry](https://www.clovis-schools.org).

*Updated at 4 p.m. August 13, 2020.

**Q:** Will we get information on school activities?

**A:** Yes. Once the school year begins, schools will communicate with students and families using Skyward, Google Classroom, emails and telephone calls. Additionally, updates and information can be found on the District webpage [www.clovis-schools.org](http://www.clovis-schools.org) and the District Facebook page: Clovis Municipal Schools District-Offices.

**Q:** Is my child still going to use google classroom?

**A:** Yes. All students and teachers in the District have access to and are expected to use Google Classroom during Remote and Hybrid Learning. In addition, there are other online platforms some classes or programs may use such as Edgenuity.

The District has resources to assist families with technology. If you are not familiar with or have questions about technology your student’s teacher/s are asking them to use, first contact the teacher. If help is still needed, the teacher can point you to the next level of assistance. If you are not sure who to contact after visiting with the teacher, please contact the building principal at an Elementary School and iAcademy or the Assistant Principal at the Middle School, CHSFA, or CHS. Email is the best way to

---

Frequently Asked Questions: Revised: 3:20 p.m. August 14, 2020
communicate with all personnel during this time. After visiting with the Assistant Principal, the next level of assistance is the Principal. If you still have unmet needs at that point, please contact the Central Office to visit with a district administrator.

Q: What do we do if we have lost our login/password for Google Classroom?

A: Contact your child’s teacher for assistance accessing Google Classroom. Teachers can be emailed at first.lastname@clovis-schools.org or call the office at your child’s school and staff can relay a message to your teacher.

Q: Will my child have a teacher on the days that they are working from home?

A: Yes. Remote and Hybrid instruction will be provided by teachers through Google Classroom. During Hybrid instruction, teachers will be working in person with Cohort A on Mondays and Tuesdays and with Cohort B on Thursdays and Fridays. Therefore, the work students will be doing at home during the hybrid model will be more self guided and provided through Google Classroom/packets rather than a live teacher. Teachers will be checking on students on Wednesdays to answer any questions or provide additional assistance. If students/parents have questions during the hybrid model, please email the teacher. Because the teacher will be working in person with students four days of the week, please be patient regarding a response.

During remote learning, teachers will be communicating their office hours with students/parents, as well as doing weekly check-ins with students. Please do not hesitate to email the teacher if you have questions.

Q: Will Remote Learning for elementary school students include specials instruction?

A: Yes, specials and electives will continue during Remote Learning (COLA). This is covered by the District Remote Learning Assurances and District Reentry Plan: District COVID-19 Information & Resources.
Q: Why do students have to do specials during Remote Learning?

A: Our district is very committed to the development of the “whole” child because we know that physical education, the arts and music are necessary for fostering and maintaining emotional and physical health. Movement and music are incredibly important to the overall well-being of a child, while art allows for expansion of creativity and expression. We also use the arts and physical education as ways to support and enrich academic learning through integrated lessons which blend math, reading, social studies and other topics with the arts, music and physical activity. Additionally, library as a special gives students the opportunity to practice their reading, expand their creative thinking, grow vocabulary, learn research skills and much more through the use of the books in the library.

Because of these things, the importance of art, music and physical activity is reflected in state statute, which lists these as part of the minimal requirements of accredited education programs in New Mexico: 22-13-1 NMSA (1978). This is something our District has also adopted in Board Policy to ensure that all students are afforded access to these programs. Clovis Municipal Schools Board Policy: I-1250 © IHA BASIC INSTRUCTIONAL PROGRAM.

Q: During hybrid/remote mode, do teachers have staff office hours on Wednesdays to address virtual learning support for students and parents, and to prepare for virtual learning?

A: The first Wednesday of each month will be early-release for professional development (PD) and data days once per quarter and are focused on data analysis. On Wednesdays, teachers will conduct one-to-one well-being checks on any students of concern AND maintain office hours. During fully remote learning, teachers will conduct a one-to-one well-being check with every student every week.

Q: How many minutes/ hours required for virtual learning? In the 4th 9 weeks of 2020, PreK was 30 min daily, will that change?
Under the new circumstances, remote learning should mimic classroom hours to the greatest extent possible, although it may not always be online. Packets can be done. Please see Guidance for Pre-K Programming During Reentry, as well as NMPED’s Guidance on Instructional Hours During Reentry.

Q: Will Level 4 students continue to use their online n2y curriculum when at home? All students have their QR code to log in. Teachers can download lessons to student laptops if they do not have internet access.

A: Yes.
COVID-19: HEALTH & SAFETY DURING IN-PERSON SCHOOL

Q: Will face coverings be provided to students who cannot afford them?

A: Face masks are included in all student school supply lists and the District strongly encourages families to provide masks for their students. This in part due to the limited supply of Personal Protective Equipment and the cost of those supplies in terms of large-scale distribution. Students boarding buses or arriving at school without a mask will be provided one. It is, however, important that to the greatest extent possible, families provide these items to ensure proper fit, comfort and ease of use for their students.

Q: When students enter buildings, will they report directly to classrooms? (Is this a site-based decision or district directive?)

A: Students will have their temperature checked, then report to classrooms once they enter the building. Principals will determine the process specific to his/her campus.

Q: Who will determine protocols for bathroom use? Supervision to maintain social distancing? (Site based decision or district directive?)

A: This is a site-based decision.

Q: Are schools allowed to prop doors open (bathroom, classrooms, etc.) to prevent touching from students during transitions?

A: Most classroom doors should stay closed during class and should be propped open only minimally during transitions.
Q: Will adults be allowed to wear a face shield instead of and without a mask? Students?

A: Shields or neck gaiters may be used by staff or students instead of masks. (This is

Q: Does an Individualized Education Plan (IEP) need to be amended to note that a student isn’t required to wear a mask?

A: If we have a medical action plan that states that a student cannot wear a mask due to a medical reason, then it would be advisable to include the medical action plan in the IEP and note on the prior written notice page that the student will not be wearing a mask because of an existing health condition that makes wearing the mask a danger. Additionally, if a student is unable to manage a mask on his/her own because of an extreme physical or cognitive impairment and the parent requests that the child not wear a mask, the IEP team can consider this as a potential accommodation.

If the IEP team agrees, the accommodation should be listed on the IEP accommodations page and discussed on the prior written notice page. The discussion should include ways in which those around the child will help to mitigate potential spread (scheduled handwashing, face coverings or shields for those working with the student etc). In either case, there should also be some discussion so to whether or not the student could wear a face shield in lieu of a mask. If at any point the IEP rejects a request to not wear a mask, the reason for rejecting the request must be specifically documented on the prior written notice page and must include the alternative solution for providing instructional services safely.

Q: Guidance for recess – Can equipment be used? Line up procedures? Handwashing protocols? (Is this a site-based decision or district directive?)

A: This is a site-based decision; Please see NM PED Reentry Guidance Principals will determine if/how this will be accomplished at their own school site, including the cleaning of equipment. Also, please refer to the NMPED’s Support Document on PE, Recess & NMAA Sports.

Frequently Asked Questions: Revised: 3:20 p.m. August 14, 2020
Q: Any protocol for staff to follow when students report they’ve traveled out of state or they have had potential exposure to COVID-19?

A: Teachers or staff should contact the school nurse with information they find out regarding student travel or exposure related to COVID-19 and current Health Orders. Staff should contact Employee Services regarding staff travel or exposures.

Q: Where will kids go when they arrive before teachers on duty? Some busses arrive before 7:30.

A: Principals will designate a place and supervisor to ensure students have masks/shields and are socially distancing.

Q: Will entire schools be allowed to go virtual for a short period of time as a contingency plan for widespread positive tests?

A: Yes, this is a possibility.

Q: Will hand sanitizer be added to the supply list or will this be provided by the District?

A: Hand sanitizer will not be put on student supply lists. The district is providing hand sanitizer to buildings.

Q: Playgrounds: Will they be utilized? What will be cleaning procedures if so? Who is responsible?

A: Principals will need to determine how they want to use the playground. If the equipment is used, principals must create a process to disinfect the equipment. Please reference the NMPED’s Support Document on PE, Recess, & NMAA Sports.
Q: Will ENMRSH behavior assistants be able to come into the classroom?
A: Yes, they must follow our guidelines for temperature checks, face coverings and social distancing.

Q: Is “capacity” 50% of our school population or 50% of what the building can handle?
A: 50% of what the classroom can handle.

Q: Will staff take student temperatures before they enter the building?
A: Temps will be taken of all students, and documented by exception (fever 100+). All staff temps will be taken and recorded daily. There will be training and designated individuals to take temperatures of all students and staff.

Q: Will breakfast be served in the classroom?
A: Breakfast/Lunch will be delivered to classrooms or available for students to eat in the classroom/designated location.

Q: Can students rotate classes instead of teachers?
A: This may be possible so long as ALL students are not in the hallways at the same time. We absolutely will have to have some transitions, especially for elective classes.
Q: What will happen if someone on campus is COVID-19 positive? Will parents be notified of any possible exposure on their child's campuses even if the student/teacher was in a different grade or classroom?

A: In the event of a confirmed exposure, personal health and privacy laws restrict the information which can be released. The State is, however, conducting contact tracing in positive cases which means anyone with direct contact to a positive case will be advised to consult a physician for testing. Additionally, if there is an exposure in one of our facilities, the exposed area or facility will be closed for a minimum of 48 hours for sanitation, which will be announced either publicly or to those directly affected by the closure.

Q: If there is a family with multiple children being picked up at the same time at dismissal, do they need to stay 6 ft apart when moving to the vehicle?

A: As much as possible, we need to maintain social distance.

Q: Is it recommended that parents not use cash for cafeteria deposits on student accounts?

A: We encourage the use of the online payment system, however we will be able to accept cash and/or checks.