KHA'P'O
COMMUNITY
SCHOOL

625 Kee Street
Espanola, NM 87532
505-753-4406
505-753-8866 (F)

April 20, 2022

Dear KCS Parent(s)/Family,

We're looking forward to welcoming our students back to KCS! Orientation to transition students into hybrid mode will occur the week of April 18th, 2022. You will receive information and schedules from your child's teachers this week. Students will begin coming on-site in hybrid mode the week of April 25th, 2022.

Our intent is to support students on adapting and adjusting to being onsite at the school by having them return in a hybrid mode. We know that it has not been an ideal situation for all to be in remote learning and coming onsite will mean new changes but also exciting for the school community to return. We ask for your support and patience as we implement a gradual return for all students.

An information page has been set up on the school's website that details schedules and information for families to refer to for the return to hybrid onsite for students. In these times, we must shift to email, text messaging, website, and social media to contact families. It is the quickest format that information can be shared readily.

- Hybrid School Information: https://www.khapoeducation.org/reopening-2021-2022.html
- School Updates: https://www.khapoeducation.org/school-updates
- Bright Arrow is the school messaging system that sends text messages and online posts to families. If a caretaker who is responsible for your child(ren) during the week is not a listed parent/guardian, they can request to receive Bright Arrow messages. Contact the School Registrar/Front Office at 505-753-4406 to provide contact number to be added.

What is Hybrid Status at KCS? Hybrid status for KCS will mean that all K-6th students will be arranged into two groupings - Group A and Group B.

- Classroom teachers will send out the student listing for each (by email) - Group A and Group B
- Group A will attend onsite for the full school day, two times a week - schedule will show the dates
- Group B will attend onsite for the full school day, two times a week - schedule will show the dates

Students will be in grouped classroom teams and kept to their groupings while in the school environment during instruction, recess, and lunch. We will not be mixing students across classrooms while they are onsite.

Once a student has been placed in the Group A and Group B status, no alternate scheduling or changed scheduling will be permitted. A student must meet the onsite attendance requirements for hybrid status. We cannot change schedules across different days for students once hybrid status is implemented. Hybrid status means we will have students rotate being onsite and offsite during the week based on their grouping.

While we understand that some families would prefer a fully remote or a fully onsite option for their child(ren), we are seeking to adapt and adjust students who have been on remote for close to two years. As a school, we are also adapting and changing with students to a new mode of teaching and learning. The hybrid model we can open the school site for students in Quarter 4 requires this model of implementation.

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While the website area has the details for schedules across the school, we have also attached them to this letter for your references.

1. Website Copy – Reopening 2021-2022/Hybrid Information
2. Hybrid Schedule
3. Recess Schedule
4. Bus Schedule
5. School Information Sheet for Testing Process

An updated version of the Return to School Handbook can be downloaded from the website as a pdf copy. We will also have hard copies available through the school for families.

We are also inviting you to a Parent/Family Orientation for Hybrid Status that will be held through Google Meet on 4/22/2022 at 2 pm.

> Parent/Family Orientation for Hybrid Status
> Friday, April 22 · 2:00 – 3:00pm
> Google Meet joining info
> Video call link: https://meet.google.com/rpj-pefg-sjy

We look forward to seeing you on Friday and most of all to students returning onsite next week!

Sincerely,

KCS Administrative Team

Re-Opening to Onsite-Hybrid
April 25, 2022
REFER TO THIS WEBSITE FOR THE MOST UP TO DATE INFORMATION

We're looking forward to welcoming our students back to KCS! Orientation to transition students into hybrid mode will occur the week of April 18th, 2022. You will receive information and schedules from your child's teachers that week. Students will begin coming on-site in hybrid mode the week of April 25th, 2022. A schedule for this will be provided when KCS staff return from spring break on April 19th.

Our intent is to support students on adapting and adjusting to being onsite at the school by having them return in a hybrid mode. We know that it has not been an ideal situation for all to be in remote learning and coming onsite will mean new changes but also exciting for the school community to return. We ask for your support and patience as we implement a gradual return for all students.

- **Who to call?**
- **School news?**

Overall Daily Schedule:

The general school schedule in hybrid status will be maintained in the regular school day hours of 8:00 am - 3:00 pm.

Hybrid Schedule - Group A and Group B Students:

- **HYBRID SCHEDULE (click on link)**
- Teachers will provide listing of Group A and Group B students

Monday through Thursday:

- 7:45 am - 7:55 am: Student Drop Off by Parent/Family - Onsite Group A/B
- 8:00 am: Group A/B onsite students class schedule starts, Remote status for offsite Group A/B students starts.
- 11:00 am: Onsite lunch for Group A/B onsite students. Lunch pick up for offsite Group A/B students.
- 3:05 pm - 3:15 pm: Student Pick Up by Parent/Family - Onsite Group A/B
- 3:10 pm - 4:30 pm: Daily bus drop off (Monday through Thursday) for Onsite Group A/B

Friday:

- Group A and Group B remote in as outlined in class schedules for their grade, no onsite scheduling for Group A and Group B students.

Classroom Arrangements:

Hybrid Schedule - Group A and Group B Students:

- **HYBRID SCHEDULE (click on link)**
- Teachers will provide listing of Group A and Group B students

Students will be arranged in K-6th into two groupings - Group A and Group B.

- Classroom teachers will send out the student listing for each (by email) - Group A and Group B
- Group A will attend onsite for the full school day, two times a week - schedule will show the dates
- Group B will attend onsite for the full school day, two times a week - schedule will show the dates

Students will be in grouped classroom teams and kept to their groupings while in the school environment during instruction, recess, and lunch. We will not be mixing students across classrooms while they are onsite.

Once a student has been placed in the Group A and Group B status, no alternate scheduling or changed scheduling will be permitted. A student has to meet the onsite attendance requirements for hybrid status. We cannot change schedules across different days for students once hybrid status is implemented. Hybrid status means we will have students rotate being onsite and offsite during the week.

Recess for Students:

NOTE: Students will be in grouped classroom teams and kept to their groupings while in the school environment during instruction, recess, and lunch. We will not be mixing students across classrooms while they are onsite.

Food Services

Breakfast and lunch will be provided to students through the Food Services team both onsite and offsite based on scheduling of Group A and Group B students.

It is our intent to have breakfast and lunch service in place but will notify families should any changes occur and food services is unavailable due to staffing. The notices are sent out through Bright Arrow messaging - please contact the Front Office at 505-753-4406 to be included to receive the school notices.

Bus/Transportation:

Bus transportation will be provided to students requiring bus service in the AM and PM time. A daily bus pick up/drop off schedule is set (Monday through Thursday) for Onsite Group A/B in Pueblo. Students living outside the Pueblo will need to be transported to KCS by parent/family.

- **Bus Schedule AM & PM (click here for the schedule)**

Students living outside the Pueblo: The Pueblo will allow entrance to the parent/family member that will be transporting students to and from the school. Please inform them you are there to drop off a KCS student.

Student Drop Off/Pick Up at KCS:

Due to COVID monitoring procedures, we require families to drop off/pick up their child(ren) at the designated times in the school schedule. If you will be dropping your student late or picking up early, the front office should be called and informed at 505-753-4406 a day before unless it is emergency based. We ask that you follow the school schedule to assist planning in mitigating COVID, our staffing structure is set to support 80 plus students.

- AM Drop Off: 7:45-7:55 AM is the time period to drop off students when being dropped off
- PM Pick Up: 3:00-3:15 PM is the time period to pick up students

KCS requires all students and staff to be up to date on their COVID vaccination status. Booster shots are included in this.

A copy of the student vaccination policy was sent to all KCS families when it it was implemented in January 2022. A copy can be sent if you cannot locate it. Please contact Marie John at 505-753-4406.

100% of our KCS staff and students have received their COVID vaccinations. All booster follow ups are required.

COVID Testing (Weekly) - Required for Staff and Students

A weekly COVID testing process will be required for all staff and students. At home/over the counter test kits will be distributed to families for students. An outline of the dates and steps to follow will be sent out to families.

- **School Information Sheet for Testing Process (click on link to download)**

HEPA filters:

Each classroom and buildings are set up with separate HVAC systems. BIE conducted an assessment in fall to determine the status of the HVAC system. We were informed we have an effective running system but should implement HEPA filters in the classrooms and prop open windows for airflow. We have HEPA filters set up in each building and when the weather permits, open windows will be set up in each classroom.

Face Masks - Required for Staff and Students

Face masks will be required for all staff and students through the entire school day through the remainder of the school year. KCS will have face masks available for all staff and students.

Information & Resources:

- **Return to School Plan Handbook for KCS Parents/Guardians/Families: (click on link to download)** Handbook details planning and procedures school will have in place for SY 2021-2022 as we operate during COVID-19. A Community Pledge is requested to be submitted to your student's teacher the first week of school opening.
- **KCS Student Parent Handbook SY 2021-2022 (click on link to download)**
- **School Year 2021-2022 Calendar (click on link to download)**

- Updates and Notices are posted on the school's website under the School Updates area
- Individual letters to parents/guardians about your student will be sent to email address on file
- General school letters to Parents/guardians will be sent to email address on file and posted on School Updates area
- Bright Arrow is the school messaging system that sends text messages and online posts to families. If a caretaker who is responsible for your child(ren) during the week is not a listed parent/guardian, they can request to receive Bright Arrow messages. Contact the School Registrar/Front Office at 505-753-4406 to provide contact number to be added.
- Other household members who assist parent/family should be informed on school updates to be current on changing conditions.
- In these times, we must shift to email, text messaging, website, and social media to contact families. It is the quickest form that information can be shared.

School Forms:

Acceptable Use of Technology Agreement - click to download

Chromebook Use Agreement- click to download

Student Withdrawal Form - click to download

KHA'P'O COMMUNITY SCHOOL

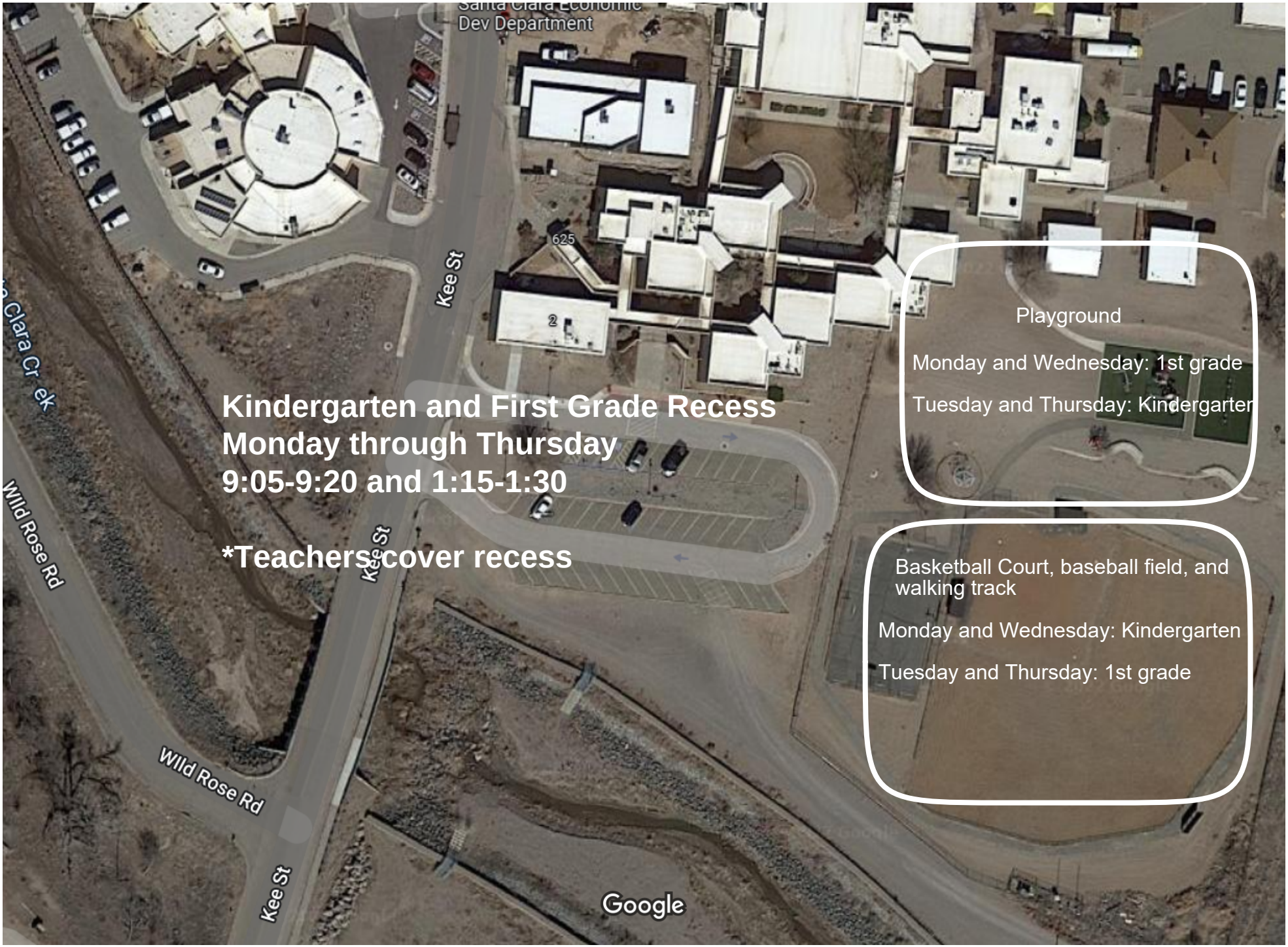
KCS is a proud member of the AmeriCorps national service network.

Mailing Address:
Kha'p'o Community School
625 Kee Street
Espanola, NM 87532

(505) 753-4406 Main Line
(505) 753-8866 Fax Line

Contact

KCS HYBRID SCHEDULE - STARTING APRIL 25, 2022				
Kindergarten through 2nd Grade				
	8:00-11:00	11:00-11:30	11:30-300	3:00
Monday				Dismissal
Group A - onsite	Instruction	Lunch	Instruction	
Group B - remote	Instruction	Lunch	Instruction	
Tuesday				
Group B - onsite	Instruction	Lunch	Instruction	
Group A - remote	Instruction	Lunch	Instruction	
Wednesday				
Group A - onsite	Instruction	Lunch	Instruction	
Group B - remote	Instruction	Lunch	Instruction	
Thursday				
Group B - onsite	Instruction	Lunch	Instruction	
Group A - remote	Instruction	Lunch	Instruction	
			11:30-12:00	12:00
Friday All Students Remote	Instruction	Lunch	Instruction	Dismissal
3rd Grade to 6th Grade				
	8:00-11:30	11:30-12:00	12:00-300	3:00
Monday				Dismissal
Group A - onsite	Instruction	Lunch	Instruction	
Group B - remote	Instruction	Lunch	Instruction	
Tuesday				
Group B - onsite	Instruction	Lunch	Instruction	
Group A - remote	Instruction	Lunch	Instruction	
Wednesday				
Group A - onsite	Instruction	Lunch	Instruction	
Group B - remote	Instruction	Lunch	Instruction	
Thursday				
Group B - onsite	Instruction	Lunch	Instruction	
Group A - remote	Instruction	Lunch	Instruction	
			12:00	
Friday All Students Remote	Instruction	Lunch	Dismissal	



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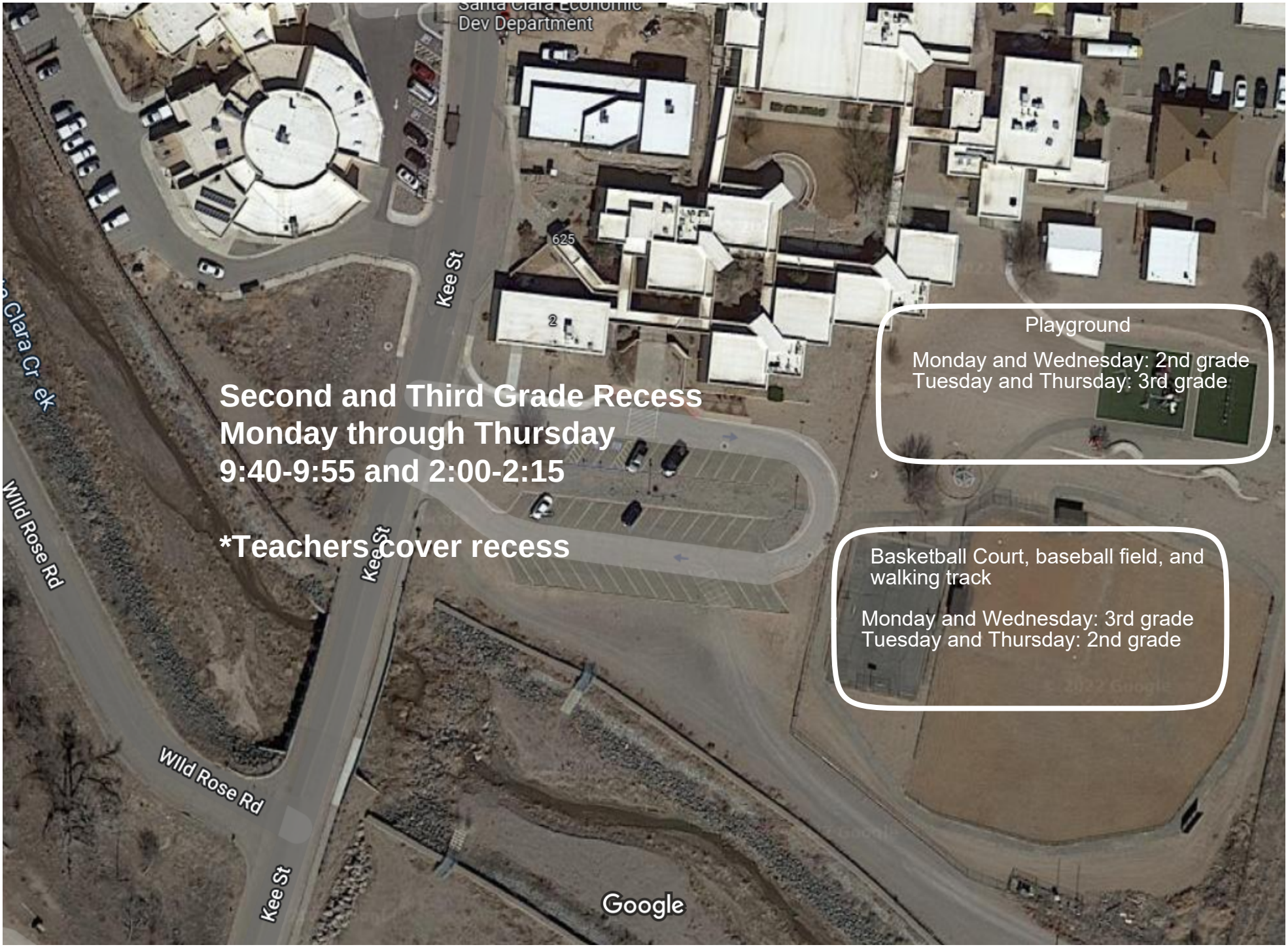

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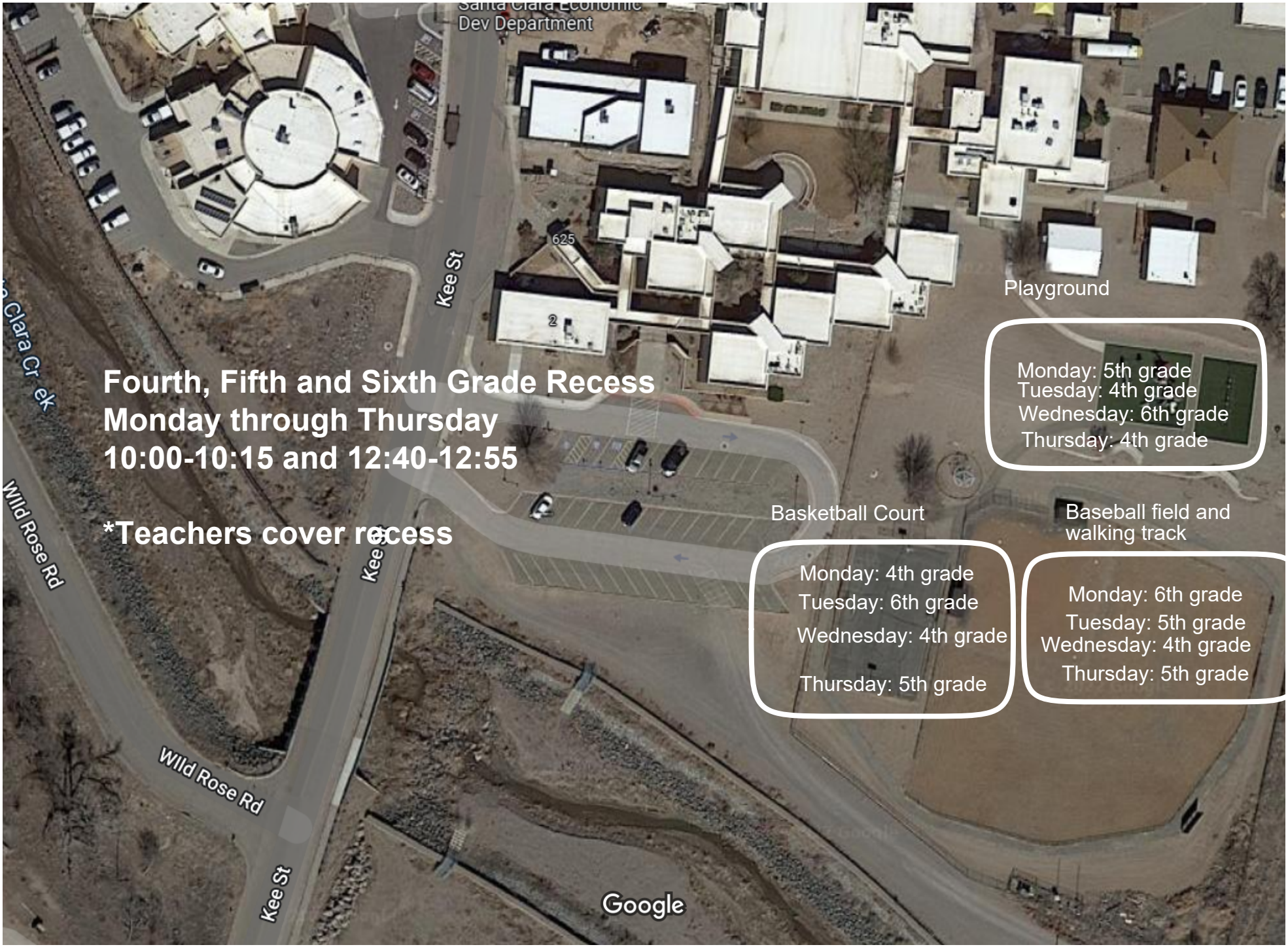

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KCS BUS TIME SCHEDULE/ROUTES	
Morning Pick up Schedule	
SOUTH HOUSING AREA (Apartments, Greasewood Mark Road, Red Clay Rd, Lonehill Rd.)	
6:45 am - 7:20 am	Pick up at designated bus stop locations (in front of each KCS Student's Household driveway)
	BUS ASSISTANT: Temperture check and screening will be done before student enters bus. If symptoms of illness are visible the student will be escorted back home.
	3-6 feet social distancing at Bus Stop Locations
	***The parent/guardian/caregiver needs to be available at pick up in case student is not allowed to enter bus due to fever or illness.
EAST/WEST HOUSING AREA (Willow Rd, Apple Rd, Pumpkin Rd, First Rd. Below Obsidian, Obsidian Road, Flower Rd. Eagle Rd)	
7:25am - 7:45 am	Pick up at designated bus stop locations (in front of each KCS Household driveway)
	BUS ASSISTANT: Temperture check and screening will be done before student enters bus. If symptoms of illness are visible the student will be escorted back home.
	3-6 Feet Social Distancing at Bus Stop Locations
	***The parent/guardian/caregiver needs to be available at pick up in case student is not allowed to enter bus due to fever or illness.
7:45 AM	Drop off at school
AFTERNOON DROP OFF	
West, East, and South Housing Areas	
3:10 pm - 4:30 pm	Drop off at home/Driveway area

COVID-19 Testing Program for KCS Students

We know that last year was tough, but we're excited about the possibility of having students back in the classroom this year. We are committed to taking the steps necessary to help us have a safe return to school once we can open in hybrid mode. As part of steps to help stop the spread of COVID-19 and keep our school open for in-person learning, we will offer a free COVID-19 Testing Program for students and staff at Kha'p'o Community School (KCS). Regular testing will help protect our students, staff, family members, and others who are not vaccinated against COVID-19 or are otherwise at risk for getting seriously sick from COVID-19.

Through this program, we will be able to identify COVID-19 cases quickly and early, which can help us stop an outbreak before it happens. This will help us keep students in the classroom and able to take part in the school activities they love.

- **Who will be tested?** We will offer testing to everyone—all students and staff—even if they don't have symptoms of COVID-19.
    - Testing is also available for students and staff who have symptoms of COVID-19, even if vaccinated, or who have been in close contact with someone with COVID-19.

- **How is the testing done?** The COVID-19 testing is free, quick, and easy. Members of our school staff will provide PCR/At Home test kits to each student, which includes:
    - Three (3) boxes of COVID-19 Test kits/2 tests per box will be distributed to students for a six-week period beginning Sunday, April 24th with the last test ending Monday,.
    - This is being implemented at this time to have a routine in place for students and parents for the potential opening for SY 2021-2022.
    - At Home test kits are nasal tests. This test is not painful. It will require gently swabbing the inner part of the lower nostril.

- **Where and when is the testing done?** The testing will be done in the home of a student by a family member and will take place weekly each Sunday of a school week. Results will be available within 15 minutes.

- **How can I be sure that my child's information will be protected?** Sharing of information about your child will only be done for public health purposes and in accordance with applicable law and policies protecting student privacy and the security of your child's data.

This outlines our intentions to:

- Support each family in setting up to regularly test your child as part of a free COVID-19 testing program at school, and
- Test your child (with your permission by phone) if they show symptoms consistent with COVID-19.

If you have questions regarding the COVID-19 Testing Program, please reach out to Marie John at health@khapoeducation.org or 505-423-4060.