







Catoosa County Public Schools (CCPS) is making plans for a safe return to the important work of teaching and learning for students and employees for the 2020-2021 school year. Based on community data from the Department of Public Health as of July 16, plans are to begin the school year on August 10, providing two options: traditional in-person instruction (5 days/week); and online/digital instruction. The digital instruction model will allow students to remain enrolled in their school, and learn from home with a teacher dedicated to the online option. The district will continue to monitor community data. If there is a significant increase in the number of positive cases in Catoosa County, plans may need to be modified during the year.

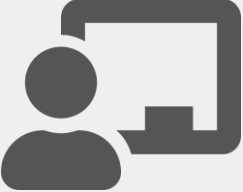
We want parents, teachers, and employees to be confident that health and safety are our highest priorities as we return to school. CCPS leaders have studied guidance from the Department of Public Health and the Georgia Department of Education in planning for the safest, most effective opening of school this fall.





Catoosa's reopening plan is based on information from *Georgia's Path to Recovery for K-12 Schools*, click [here](#) to review. The following plan provides an overview of the guidance for returning to traditional in-person instruction (pages 2-7), and guidance about online/digital instruction (pages 8-10).





The principal and the school nurse will be the school's main COVID-19 point of contact. Periodic random temperature checks and health screenings of students and staff will be conducted prior to school starting and throughout the day. Students and staff with COVID-19 symptoms or a temperature of 100.4°F and above will be immediately isolated and sent home. The Catoosa County Nurse Coordinator will notify local health officials immediately for guidance on next steps, including closures. Measures will be taken to ensure student and staff privacy.





Traditional School Topics	Procedure
<p data-bbox="142 224 562 289">All Students and Staff Prior to Departure from Home</p> 	<ul data-bbox="667 224 1984 686" style="list-style-type: none"> • Check temperature (this will help tremendously). If temperature is 100.4 or above, do not come to school • Teach and reinforce proper hygiene measures to follow throughout the day (handwashing, covering coughs/sneezes, and face coverings) • Sharing of personal belongings should not occur • Make sure your student has hand sanitizer in their possession (remind to use frequently) • Remind student to report to the nurse if they feel ill • Remind student to keep hands away from their mouth and not to touch others • All students and staff must stay home if they have COVID-19 symptoms, tested positive for COVID-19 or had close contact with a person with COVID-19 within the last 14 days. Staff and parents/guardians are asked to self-report to the school's principal and/or school's nurse
<p data-bbox="153 735 552 768">Transporting Students (Bus)</p> 	<ul data-bbox="667 735 1984 1320" style="list-style-type: none"> • All buses will be deep cleaned before the school year starts • COVID-19 posters will be placed at the front of each bus in plain view of all students. Reminders for students will be reinforced via signage and bus driver communication with students • Every bus will be disinfected after each route • Each bus will have hand sanitizer at the entrance for students to use as they enter and leave the bus • Although many buses have air conditioning, drivers will partially open select windows of all buses to allow free flow of fresh air • Face masks will be required for students riding the bus since social distancing cannot be accomplished in this setting • The bus driver will utilize spaced seating (to extent possible) • Siblings are encouraged to sit together on one seat • Students are asked to keep their hands to themselves and face forward throughout the trip to school and home



Traditional School Topics	Procedure
<p>Car Riders/Walkers</p> 	<ul style="list-style-type: none"> • Remind student(s) of proper hygiene measures to follow throughout the day • Remind student(s) to use hand sanitizer stations as they enter the building (staff will be present to help as well)
<p>Student Drivers</p> 	<ul style="list-style-type: none"> • Once parked on campus, exit the vehicle and report to your designated area in the building (use hand sanitizer stations as you enter the building) • Be aware of any passengers' potential exposure to COVID-19 and limit as much risk as possible
<p>Students Entering the Building</p> 	<ul style="list-style-type: none"> • A staff member will be present to remind students to use the hand sanitizer stations as they enter the building • Random temperature checks will be conducted as students enter the building • Students will be reminded to socially distance at least 6 feet when practicable • The use of face coverings/masks is strongly recommended • Face masks may be required in settings where social distancing cannot be accomplished (i.e. hallway transitions, drop-off/pick-up, classrooms at maximum class size) • As students enter the building, report to the designated area immediately
<p>Visitors</p> 	<ul style="list-style-type: none"> • Nonessential visitors, volunteers, and activities involving external groups or organizations will be strictly limited • Visitors will be required to wear face masks • Parents or visitors needing to see the Principal or other staff member will be required to wait in a designated area • All visitors will be subject to temperature checks, and face covering, and a sign-in will be required


Traditional School Topics	Procedure
<p data-bbox="222 233 483 263">Classroom Setting</p> 	<ul style="list-style-type: none"> ● Staff will teach and reinforce good hygiene practices such as handwashing, covering coughs, sneezing, and face coverings ● Frequent hand washing breaks will take place daily in all elementary schools where students will be required to wash their hands for a minimum of 20 seconds ● Middle and high school students and employees will be reminded to wash their hands throughout the day for a minimum of 20 seconds ● The use of face coverings/masks is strongly recommended ● Face masks may be required in settings where social distancing cannot be accomplished (i.e. hallway transitions, drop-off/pick-up, classrooms at maximum class size) ● Each school will have a cleaning technician dedicated to sanitizing touch points, restrooms, and stocking classrooms with cleaning supplies ● Classroom desks and door handles will be cleaned and disinfected between each class to the extent practicable ● Based upon classroom configuration and to the extent practicable, student desks will face in the same direction and students seated at tables will sit on the same side ● Staff will clean/disinfect touched surfaces frequently (between classes whenever practicable) ● Keep students' personal items separate as much as possible ● While sharing of objects in classrooms is discouraged, any shared objects will be cleaned/disinfected after each use when practicable ● Group work should be limited ● The school will provide soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans. Some classrooms have sinks within the room to accommodate hand washing ● Each classroom will be equipped with hand sanitizer (at least 60% alcohol) ● Students should follow the flow path provided by the teacher when entering or leaving the classroom ● Administrators will use the master schedule to balance student numbers as much as possible, remove unused desks in classrooms, and maximize social distancing to the extent practicable ● Perfect attendance incentives and exemptions from finals will be eliminated this year


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<p>Restrooms</p> 	<ul style="list-style-type: none"> • All restrooms should be disinfected after each transition • Soap and towel dispensers should be checked after each transition to ensure that adequate soap and towels are available • Students should report issues in regards to restrooms to their teacher or other staff member
<p>Water Fountains</p> 	<ul style="list-style-type: none"> • All water fountains (upward spouts) will be covered or disabled • Students must only use bottle/cup fillers to obtain water • Students are encouraged to bring water bottles from home or purchase water from machines within the buildings (middle and high school)
<p>Serving Meals</p> 	<ul style="list-style-type: none"> • Breakfast and Lunch procedures will be developed at the school level in cooperation with the Principal, Cafeteria Manager, and the district's School Nutrition Coordinator • All cashiers will be behind a window or Plexiglas • School Nutrition Staff Members will wear masks for the safety of students and staff • All serving lines must be sanitized after each breakfast and lunch serving times • To ensure the safety of children, to the extent possible, students may eat in classrooms or in cafeteria with spaced seating • Principals may choose to use other areas as well (gymnasium / commons / outside (weather permitting, etc.) • General USDA Federal Guidelines will be in place as well
<p>Locker Rooms/Weight Room</p> 	<ul style="list-style-type: none"> • All locker rooms should be disinfected after each class change • All weight room equipment should be disinfected after each use • Students will not be required to dress out until further notice • Teachers will have activities outside during PE weather permitting

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<p>Transitioning (class change/departure)</p> 	<ul style="list-style-type: none"> • Non-essential student movement throughout the school day will be limited • Staff will clean/disinfect touched surfaces frequently (between classes) • Class Change - Principals will have an individual school plan for class change and other transitioning periods • Face masks may be required in settings where social distancing cannot be accomplished (i.e. hallway transitions, drop-off/pick-up, classrooms at maximum class size) • Principals will consider some of the following as they develop the school's individual plan: <ul style="list-style-type: none"> ○ Additional time for transitions ○ Flow paths to keep students separated and minimize congregation ○ Allow for restroom breaks and handwashing ○ Designated areas (hall lanes) to use, etc. • Principals will do their best to keep students separated (to extent practicable)
<p>Recess</p> 	<ul style="list-style-type: none"> • Outdoor recess will be continued, but the number of students gathered in one area will be limited • Some playground equipment may be prohibited for student use • After recess, students will be encouraged to wash hands for a minimum of 20 seconds
<p>After School Programs</p> 	<ul style="list-style-type: none"> • After school programs will be continued, but the number of students gathered in one area will be limited • Some playground equipment may be prohibited for student use • Students will be required to wash hands for a minimum of 20 seconds • Students are encouraged to bring water bottles from home
<p>Open House</p> 	<ul style="list-style-type: none"> • Open House will be modified, and further information will be released by July 24, 2020

Traditional School Topics	Procedure
<p>Athletics/Band</p> 	<ul style="list-style-type: none"> • The school district will follow Georgia High School Association guidelines for sporting events, band, and practices
<p>Large Group Gatherings at School (PTO/Booster Clubs/PLC's, etc.)</p> 	<ul style="list-style-type: none"> • The school district will abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order • Virtual meetings will be used when possible to protect the safety of students, staff, and community • The use of face coverings/masks is strongly recommended • Face masks may be required in settings where social distancing cannot be accomplished (i.e. hallway transitions, drop-off/pick-up, classrooms at maximum class size)
<p>When a Student, Staff Member, or Visitor becomes sick at school</p> 	<ul style="list-style-type: none"> • The school principal and nurse will identify an isolation room or area to separate anyone who exhibits COVID-like symptoms • School nurses will use standard and transmission-based precautions when caring for sick people • School nurses will assess the health and symptoms of those presenting to the nurse clinic for illness. A Covid-19 questionnaire will be completed and typical medical guidelines will help determine if an individual will need further treatment by a medical physician or practitioner • School nurses will contact parent/guardian of the sick student to be sent home quickly • Parents must supply a current contact list with Emergency Contact phone numbers, and they are asked to ensure that the school is notified if Emergency Contact information changes
<p>School Principal is notified of a Positive Covid-19 Case</p> 	<ul style="list-style-type: none"> • In cooperation with the Department of Public Health, school district leaders will follow the "Screening for and Responding to COVID-19 in K-12 Schools Decision Tree," click here to review • In the event of a temporary school closure, students will transition to digital learning until the school can reopen

Digital Learning Topics	Procedure
<p data-bbox="268 233 520 266">Student Eligibility</p> 	<ul data-bbox="753 233 1976 305" style="list-style-type: none"> • The student must be enrolled in Catoosa County Public Schools to request digital learning. Parents needing Hospital/Homebound services will be handled through a different process.
<p data-bbox="268 449 520 482">Program Overview</p> 	<ul data-bbox="753 449 1990 1271" style="list-style-type: none"> • The Digital Learning Option will serve students in grades PreK-12 • Georgia Lottery PreK programs are regulated by the Georgia Department of Early Care and Learning (DECAL), and we must follow their requirements and guidelines. At this time, Georgia DECAL has not provided a full-time digital option for our PreK programs, however, we will offer the digital learning option to all Catoosa County students, including PreK. In the event of a school closure, similar to what took place in the Spring, we will adjust our practice accordingly. Circumstances are subject to change. • The online registration form will be available from Friday, July 17 through Wednesday, July 22 This will allow ample time for the Catoosa County School District to ensure proper staffing and to schedule students for the necessary classes. • Digital learning classes will start by Monday, August 17. The teachers will conduct a digital open house for parents and students prior to the first day of class. • Students will follow the Catoosa County School District grading period windows. • Courses will have instructional expectations and the rigor will mirror face-to-face instruction. • Students and teachers will be held to the prescribed learning schedule provided by the Catoosa On-line Academy, which will supervise digital instruction for these students. The Digital Learning Option students will follow the same calendar and pacing schedule as the face-to-face instruction occurring in the school building. • Courses will be accessed through Google Classroom and/or the APEX Learning Management System

Digital Learning Topics	Procedure
<p data-bbox="186 237 600 266">Program Overview Continued</p> 	<ul style="list-style-type: none"> <li data-bbox="753 237 1919 342">● With the use of Google Classroom, a teacher who may not be the student’s assigned teacher from the zoned or assigned school, will provide a daily and weekly schedule of lessons. Students will log into instruction at their assigned school using Google Meets. <li data-bbox="753 358 1976 500">● APEX may be utilized for some courses for students in grades six through twelve. With the APEX Learning Management System, lessons are not taught by Catoosa County teachers. Progress will be monitored frequently by Catoosa County teachers to ensure mastery of academic standards. <li data-bbox="753 516 1892 586">● Courses will not be the same as the “Learning from Home” experience from this past Spring. There will be schedules with real time lessons. <li data-bbox="753 602 1976 743">● Students participating in the digital learning option will be expected to log in and participate in online lessons and assignments during the school day hours (8:00 - 3:30). While the students will not be logged into their computer for the entire time/day, they will have scheduled meetings with their teacher at given times during the school day hours. <li data-bbox="753 760 1961 829">● Some electives and connections/specials/honors classes may not be available as a digital learning option. <li data-bbox="753 846 1409 878">● Attendance will be recorded in Infinite Campus. <li data-bbox="753 894 1948 964">● Assignments will be graded, and grading practices appropriate for a digital classroom will be developed. <li data-bbox="753 980 1940 1050">● Failure to complete assignments in a timely manner and participate in digital classes will result in failing grades that could lead to course failure. <li data-bbox="753 1066 1948 1136">● Students participating in the digital learning option may be assigned a digital teacher that may not be housed at their zoned or assigned school.

Digital Learning Topics	Procedure
<p data-bbox="163 235 625 267">Parent/Guardian Responsibilities</p> 	<ul data-bbox="751 235 1974 779" style="list-style-type: none"> • Courses will require a significant commitment by parents/guardians to help facilitate digital learning. Students must have a responsible adult who serves as the point of contact for the digital classroom teacher(s). • Student online sessions with the teacher will be recorded. Commitment to the online digital option indicates agreement to the recorded sessions. • Students participating in the digital learning option will be accountable to the rules and procedures set forth in the Catoosa County School System’s 2020-2021 Student and Parent Handbook. • The commitment to the digital learning option is for the 2020-2021 school year only. Elementary students have the option to return to face to face classes at the end of each nine-week grading period (October 9, December 18, March 12). Middle and high school students will have the option to return to face to face classes after the end of the second nine-week grading period (December 18). This would allow these students to complete a full semester prior to returning to the face to face classroom.
<p data-bbox="268 873 525 906">Digital Enrollment</p>	<p data-bbox="751 873 1743 950">**IMPORTANT: ENROLLMENT OPENS JULY 17 AND CLOSES JULY 22. Enrollment for digital learning is now closed.</p>