



Safe Return
and
Continuity of Services Plan
For
Coalgate Public Schools

Coalgate Public Schools has developed the following plan for the 2021-2022 school year. This plan was originally developed for the beginning of the 2020-2021 school year, but has now been modified to fit with the most recent CDC recommendations for re-opening schools. This plan will allow our students to return to school in the safest way possible. The COVID-19 pandemic and the response to it is continuously changing. We are in unique times that require flexibility and cooperation from everyone involved with Coalgate Public Schools. Thank you in advance for working together to ensure our students and staff's health and safety.

Coalgate Public Schools Safe Return Protocol:

- Coalgate Public Schools encourages parents, legal guardians, and all school employees to self-screen at home. If a student or employee has a temperature of 100.4 degrees Fahrenheit or higher, the student or employee should remain at home until the individual has been free of fever for twenty-four (24) hours.
- Coalgate Public Schools will screen any individual (students, faculty and staff) who enters a school facility during the regular school day only if fever is suspected.
- Coalgate Public Schools will adhere to guidelines set by local, state and federal health and safety guidelines when feasible.

Best practices for positive cases at schools:

- A student who has tested positive for COVID-19 will be part of contact tracing by the county health department. Such tracing will require the whereabouts of students in school to be communicated to the health department.
- On the advice of the health department, parents of other students who have been in close contact with a student who has tested positive for COVID-19 will be contacted and quarantined (distance learning for 14 days). Siblings of a positive tested student may also be quarantined.
- Grab and go meals will be provided for students who have been placed in quarantine. Delivery will be dictated by the Coalgate Public Schools' child nutrition capabilities.
- If the absentee rate of a site and/or district reaches 35%, then the site and/or district will go to distance learning for 14 days with the count starting on the first day of distance learning.

- All communication involving possible school closure will be done using text, social media, and the school website.

Access to school facilities:

Due to COVID-19 and for the safety of our students, parents will have limited access to enter school facilities during the regular school day. For assistance, parents are asked to call the office at each school site.

- Emerson Elementary..... (580) 927-2351 Ext. 125
- Wallace Byrd Middle School..... (580) 927-2351 Ext. 103
- Coalgate High School..... (580) 927-2351 Ext. 105

Students will be able to enter the buildings at the following times:

- Emerson Elementary School – Before School Program 6:45 AM to 7:45 AM. All other Emerson students enter at 7:45 AM.
- Wallace Byrd Middle School – 7:45 AM
- Coalgate High School – 7:45 AM

Masks:

- Students, faculty and staff are permitted to wear a mask. Any person that chooses to wear a mask is encouraged to do so.
- At this time, masks are not required. However, Coalgate Public Schools will have certain classrooms that we may recommend the wearing of a mask in order to protect vulnerable/at-risk staff. Therefore, we greatly appreciate your cooperation for the safety of all.

Transportation Safety:

- Coalgate Public Schools will continue transporting students to and from school each day.
- We would also like to encourage parents who can bring their children to school each morning and pick them up each afternoon to do so. This would eliminate overcrowding on the bus routes.

- Also, students are encouraged but not required to wear a face covering for the bus routes due to the small confined area of school bus.
- All school buses will be sanitized after the morning routes and afternoon routes are completed.

Distance Learning Days:

- In the event of school closure, Coalgate Public Schools will implement distance learning days of instruction.
- Students, parents and faculty members will be notified as early as possible regarding distance learning days.
- All students 3rd grade through 12th grade will be assigned a Chromebook within the first nine weeks of school. These devices will be used for distance learning at home.
- All students Pre-K through 2nd grade will be assigned an iPad within the first nine weeks of school. These devices will be used for distance learning at home.
- In the event of a school closure/interruption, teachers will provide distance learning instruction via Google Classroom, pre-recorded video instruction, Edgenuity curriculum, IXL supplemental assignments, Accelerated Math supplemental assignments, Accelerated Reading supplemental assignments, and Acellus curriculum.
- In the rare instance that students are absolutely unable to connect virtually, hard copy assignment packets will be prepared by teachers and distributed. Arrangements will be made for the collection of completed assignments.
- During distance learning, teachers will communicate directly with students a minimum of one time per week. This communication will be via phone call, email, or live video.

Communication:

- Coalgate Public Schools will use the official text, email, official school website, and official school social media account “Coalgate Public Schools Facebook” to communicate with parents and students.

Coalgate Public Schools Enrollment Options 2021-2022

OPTION #1 ALL ON-SITE Traditional Classroom Setting	OPTION #2 ***ALL ON-LINE <i>Virtual/Online Education</i>
<ul style="list-style-type: none"> • Remain a CPS Student • In-person learning, conversations, and engagement • Social interaction with Peers and Staff for preparation of living in a connected world • Immediate access to learning commons (library/media center) • 24/7 online access to submitted and/or graded assignments • Technology provided • Participate in school-sponsored activities and programs <p>All students automatically enrolled in Option #1</p>	<ul style="list-style-type: none"> • Remain a CPS Student • Available for all students, grades K-12th • Accessible anywhere • Flexible schedule • 24/7 online access to submitted and/or graded assignments • Supervised by CPS Certified Teachers • Communication between teacher and parent, with regular updates provided • Technology and *possible assistance with internet, but students will be responsible for internet access. • Participate in school-sponsored activities and programs, as long as the student is enrolled in one hour during the regular school day and physically on campus during the class period. • Please understand, <i>Option #2</i> is a rigorous academic setting much different than the distance learning which occurred during the end of the 2019-2020 school year during the shutdown.
	<ul style="list-style-type: none"> • Contact your student’s building principal as soon as possible to apply for option #2 or for more information regarding this option.

*****Please be aware that if a student was unsuccessful as a virtual student during the 2020-2021 school year, continuing their education with that modality is highly unlikely for the 2021-2022 school year.**

- For further information, please email the building principals or call (580) 927-2351

- **Emerson Elementary School (Kindergarten through 6th Grade) please contact:** ccanida@coalgateschools.org or Debra Johnson at djohnson@coalgateschools.org
- **Wallace Byrd Middle School (7th and 8th Grade) please contact:** Phil Wilkinson at pwilkinson@coalgateschools.org
- **Coalgate High School (9th through 12th Grade) please contact:** Christie Hyatt at chyatt@coalgateschools.org

Emerson Elementary

Building Access:

- Visitors/parents will be screened and have limited access to the buildings.
- **Regular Pick-up:** Parents please remain in your vehicles or beside your vehicles until school is dismissed. Students that walk home or are picked up will be dismissed at 3:20 PM.
- **Early Pick-up:** Parents must call to check students out for early pick-up; students will be escorted out to the parent. Please call (580) 927-2351 ext. 125

Classroom:

- Furniture will be arranged, as possible, to accommodate social distancing
- Hand sanitizer and disinfectant wipes will be used before and after transition times
- Mask, face shields, and gloves will be available to staff

Cafeteria:

- Classes will be staggered in order to provide as much social distancing in the cafeteria as possible during breakfast and lunch.
- Classes will sit together at all times by class in order to promote social distancing and allow for better contact tracing. Students will be spaced accordingly for social distancing.
- All students will enter the south door of the cafeteria and exit through the north door.

Hallways:

- Directional flow will be monitored to promote social distancing.
- Social distancing will be practiced as much as possible at all times in the hallways.

Breaks:

- Staggered break times to help with congestion in the hallways and bathrooms
- Practice social distancing and good hygiene
- Water fountains will not be in use; however, bottle fillers will be available.
- Students will be encouraged to bring their own water bottles.

Communication:

- Parents must have correct phone numbers, email addresses, and correct pick-up information on file in the office.

Distance Learning:

- Teachers will communicate through email and the learning platform being used for that class (Google Classroom, Acellus, and/or Edgenuity).
- Students will use Chromebooks and iPads to access Google Classroom and learning platforms such as Acellus and Edgenuity during class time to become familiar with the educational platform.
- Educational programs will be implemented into the regular school week for a seamless transition to distance learning.

Masks:

- Masks will not be a requirement, but they will be encouraged.
- Students must use the mask responsibly and without disruption to the learning environment.

Wallace Byrd Middle School

Building Access:

- After school starts, students will travel using the outside classroom doors.

Early Check-Out:

- Parents or guardians will need to call the school office at (580) 927-2351 Ext. 103 to request an early check-out for their student.
- The office will escort the student to the parking lot and verify the identity of the adult and document the early check-out.

Hallway Traffic:

- Students will be required to stay six feet apart within the hallways.
- Students will enter and exit the outside classroom doors to limit congestion between classes.

Water Fountains:

- All mouth pieces on water foundations will be covered.
- Students are encouraged to bring their own water bottles and use the bottle filler.

Cafeteria:

- Students will be encouraged to utilize the grab-and-go breakfast to reduce the amount of students being served in the cafeteria at one time.
- Lunch times will be staggered between the middle school and high school to reduce congestion in the cafeteria.
- Students are also encouraged to choose the grab-and-go lunch option. Spaces will be provided by the middle school for eating outside.

Masks:

- Coalgate Public Schools will have certain classrooms that will recommend the wearing of a mask in order to protect vulnerable/at-risk staff. We greatly appreciate your cooperation for the safety of all.

Distance Learning:

- All teachers will be required to have a Google Classroom.
- This will provide a seamless transition for students who may be required to stay home for an extended period of time.
- Students will utilize Chromebooks and the computer lab to access Google Classrooms weekly during the traditional classroom setting to become familiar with the platform.
- Teachers will post lesson plans, hand-outs and any other necessary material to their Google Classroom.
- Student email accounts will be used for communication between students and teachers.

Communication:

- Parent communication is essential.
- The school text as well as email will be used to communicate with parents. This will be utilized by the site principal as well as teachers.

Classroom:

- Classroom furniture will be arranged, as possible, to comply with social distancing policies.
- Hand sanitizer and disinfecting wipes will be available and encouraged.

Coalgate High School

Building Entry Procedures:

- Students who enter the building before the 8:05 AM bell will only be allowed to enter the building at the Main entrance (middle door) by the Office.

Hallway Travel:

- Students will be instructed to travel on the right side of the hallway when moving from class to class and will refrain from gathering in the hallway.
- Prompt movement from classroom to classroom is expected while practicing social distancing.

Cafeteria:

- Students will be encouraged to choose grab-and-go during breakfast to reduce the amount of students being served in the cafeteria at one time.
- Students are also encouraged to choose a grab-and-go lunch option.
- Social distancing should be adhered to while waiting in line and sitting in the cafeteria.
- Students are encouraged to eat outdoors when conditions are favorable.
- Students will not be allowed to gather in the cafeteria. The cafeteria is to be used for dining purposes only.

Student Checkout:

- Parents will be required to call the High School Office in order to check a student out for appointments and other family situations.
- Upon arrival at school, the parent or legal guardian can call the High School Office and office personnel will send the student to the vehicle.
- Students who drive a personal vehicle will be allowed to leave school once the parent or legal guardian has contacted the office and office personnel have verified the legitimacy of the call.

Water Fountains:

- All mouth pieces on water foundations will be covered.
- Students are encouraged to bring their own water bottles and use the bottle filler.

Distance Learning:

- Teachers will use Google Classroom as the primary outlet for distance learning if necessary.
- Lesson plans, assignments, and other instructional resources will be available to students in Google Classroom.
- Teachers will utilize Google Classroom in the traditional setting on a weekly bases ensuring they become familiar with the program.
- Edgenuity Courseware will also be utilized as a supplement to the traditional curriculum, as a tool for our virtual/online learning framework.

Communication:

- Students will be required to communicate with faculty and staff via school email and Google Classroom.
- Parents are encouraged to use email or phone to communicate with faculty and staff.
- The school text as well as email will be used to communicate with parents. This will be utilized by the site principal as well as teachers.

Classroom:

- Classroom furniture will be arranged, as possible, to comply with social distancing policies.
- Hand sanitizer and disinfecting wipes will be available and encouraged.

CDC Recommendations for Return to Learn

Coalgate Public Schools plan for alignment with safety recommendations established by the Centers for Disease Control (CDC):

- 1. UNIVERSAL AND CORRECT MASKS WEARING:** Properly fitted masks covering the mouth and nose will be worn when/if mask wearing is mandated. Students and staff are highly encouraged to wear masks on buses and in situations where students and/or staff are not able to social distance. Coalgate Public Schools will determine Mask Zones and Mask Free Zones. CPS will work closely with the Coal County Health Department, State Department of Education, and CDC to determine the level of community spread. This will determine whether or not CPS will highly recommend mask wearing or mandate mask wearing.
- 2. MODIFYING FACILITIES FOR SOCIAL DISTANCING:** Facilities are marked to show the recommended distance for seating and standing throughout Coalgate Public Schools. Seating arrangements are made in classrooms to allow for contact tracing. Traffic patterns have been identified to maintain social distancing. Wherever possible, screens/dividers have been built to minimize face-to-face contact (i.e. ticket booths, concession stands, offices, etc)

- 3. HANDWASHING AND RESPIRATORY ETIQUETTE:** Students are taught and reminded about the health benefits of proper and frequent handwashing as well as respiratory etiquette of covering the mouth during coughs and sneezes. Signage is used as a reminder throughout all facilities. Hand sanitizer is available in all classrooms, offices, and anywhere that students, staff, and/or visitors may be.
- 4. CLEANING AND MAINTAINING HEALTHY FACILITIES INCLUDING IMPROVING VENTILATION:** Coalgate Public Schools uses hydrostatic sprayers to sanitize all facilities. All classrooms are equipped with a fan to circulate air and air filters are changed monthly.
- 5. CONTACT TRACING COMBINED WITH ISOLATION AND QUARANTINE, COLLABORATING WITH STATE, LOCAL, AND TRIBAL HEALTH DEPARTMENTS:** The Superintendent attends Zoom meetings and receives emails to stay informed on the status of infections, testing, vaccines, and CDC guidance for prevention habits, isolation, and quarantine in order to keep our students and staff as safe as possible and to maintain in-person learning. Students and staff who are fully vaccinated are not required to quarantine if they are traced to a positive exposure. We have at least three certified contact tracers for COVID-19 on staff and are prepared to initiate quarantine notices if necessary. CPS collaborates with a contact tracer at the Coal County Health Department for any questions or to seek advice.
- 6. DIAGNOSTIC/SCREENING TESTING:** The Coal County Health Department provides free COVID testing to all Coalgate Public Schools staff, students, and families. The Coal County Health Department also provides vaccines via a mobile clinic and are available to set up at the school's facility to provide on site vaccines for our staff, students, and community members. CPS continues collaboration between the Chickasaw Nation, Choctaw Nation and Coal County Health Department on all diagnostic and screening.
- 7. VACCINATION EFFORTS FOR SCHOOL COMMUNITIES:** The Coal County Health Department also provides vaccines via a mobile clinic and are available to set up at the school's facility to provide on-site vaccines for our staff, students, and community members. The Chickasaw Nation have extended their efforts to vaccinate by opening their screening and vaccination clinic to ALL people, not just natives. CPS continues collaboration between the Chickasaw Nation, the Choctaw Nation and Coal County Health Department on all efforts to provide vaccines.

- 8. APPROPRIATE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES WITH RESPECT FOR HEALTH AND SAFETY POLICIES:** At times when school has moved to remote learning for any reason, students with disabilities are equipped with the technology needed to engage in remote learning.
- 9. COORDINATION WITH STATE AND LOCAL HEALTH OFFICIALS:** Coalgate Public Schools has an outstanding relationship with the Coal County Health Department. Their continued support and efforts to keep CPS informed is ongoing through phone calls, emails, and meetings about outbreaks, COVID screening tests, vaccination clinics, safety protocols, etc.

Continuity of Services

Coalgate Public Schools will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted by the COVID-19 pandemic, including students from low-income families, students of color, English language learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students. The populations listed are the most vulnerable populations to be affected by the pandemic.

ACADEMIC NEEDS for all students including most vulnerable populations

- Implement evidence-based Tier I instruction
- Provide Tier II evidence-based support for skill gaps and unfinished learning
- Provide Tier III tutoring as needed
- Provide adaptive technology to students who qualify (504 or IEP)
- Identify any migratory students at point of enrollment and implement Tier I, II, or III as needed

SOCIAL NEEDS for all students including most vulnerable populations

- Assess schools' clubs and activities to open new opportunities to all students including those in the most vulnerable populations
- Engage families in the school's programs of academics and activities
- Establish opportunities for diversity of cultures to be highlighted, celebrated, and respected

- Assess food and security. Provide added support as needed through donations or programs
- Assess barriers in school clubs and/or activities, outline a plan to remove barriers

EMOTIONAL NEEDS for all students including most vulnerable populations

- Implement a positive social-emotional program at each site
- Provide teachers with information to identify needs and possible crises
- Provide counseling for students who may have a need or a possible crisis

MENTAL HEALTH NEEDS for all students including most vulnerable populations

- Provide school counseling program to meet emergent needs
- Refer to professional support through agencies and the Choctaw Nation