

• COFFEE COUNTY SCHOOLS •

Douglas, Georgia



Operations Plan

2022-2023

Coffee County Schools understands the seriousness of the health risks of COVID-19. Therefore, we have safety and health practices to provide an environment that is conducive to learning while also putting mechanisms in place that mitigate the risks of COVID-19. All of our schools, programs, and offices will follow the guidance of this document. It is understood that each building has different dynamics and situations; therefore, each building may provide additional information about specific needs. However, at all locations, the health and safety of our staff and students will be our primary focus and priority. This information may be subject to change based on additional guidance received from CDC, DPH or GaDOE.

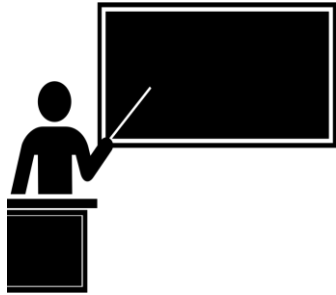
CONTENTS

Teaching and Learning Options.....	3
Cleaning and Hygiene.....	4
Clinics and Student Health.....	4
Communication.....	5
Coping and Wellness.....	5
COVID-19 Vaccine and Quarantine.....	6
Extracurricular Activities and Athletics.....	6
Media Center Procedures.....	6
Monitoring for Symptoms.....	6
Open House.....	7
Procedures for Safe and Healthy Schools.....	7
School Calendar.....	8
School Nutrition and Serving Meals.....	9
Student Attendance.....	9
Student Enrollment Information.....	9
Transportation.....	9
Classroom Parties.....	10
DailyHome Screening for Students.....	10
CCSS COVID-19 Protocol	11

TEACHING AND LEARNING OPTIONS

Coffee County School System will ensure appropriate and efficient use of available time for preparation, collaboration, instruction, assessment, and remediation. This includes offering families two options for student learning during the 2022-2023 school year:

Traditional



School buildings are open and may implement more intensive prevention strategies if needed to curb the spread of the COVID virus.

Face-to-face instruction is scheduled using the appropriate content standards and grading practices while providing rigorous learning opportunities.

Each student (Grades K - 12) will have access to a system-issued Chromebook.

If health conditions change, information regarding social distancing and the wearing of masks/face coverings will be provided.

Should a school closure occur, students will transition to At-Home Learning.

Virtual Learning



Students in grades 3-12 of the Coffee County School System have several virtual learning opportunities:

For students in grades 3-8, virtual learning options can be found at this link:

- [GaDOE Clearinghouse](#)

For students in grades 9-12, virtual learning options are:

- Wiregrass Regional College & Career Academy
 - [WRCCA Application](#)
- [GaDOE Clearinghouse](#)

Students who enroll in full-time virtual learning through the Georgia Department of Education (GaDOE) Clearinghouse will no longer be enrolled in the Coffee County School System. Parents and students can search the GaDOE Clearinghouse for availability of online courses, online course providers, and guidelines for what constitutes high-quality online courses by following the steps shown on the clearinghouse website.

[GaDOE Clearinghouse](#)

Please contact a school counselor if you or your student have questions about online learning opportunities. We look forward to assisting students in taking advantage of these new instructional options

CLEANING AND HYGIENE



Washing hands with soap for 20 seconds or using hand sanitizer with at least 60% alcohol reduces the spread of disease.

Supplies will be provided to support healthy hygiene behaviors throughout the day (ex. hand soap, hand sanitizer, paper towels, wipes). Parents may also send in sealed hand sanitizer with at least 60% alcohol, disinfecting wipes, and facial tissues.

Hand sanitizer with at least 60% alcohol will be available, and children will be supervised in the use of these products.

Students will be directed to use proper handwashing techniques with soap and water for at least 20 seconds and shall be allowed regular hand washing breaks throughout the school day. Signage will be posted throughout the school.

Staff and students will be encouraged to cough and sneeze into their elbows or to cover with a tissue.

Coffee County Schools custodial staff will clean and disinfect on a regular basis to ensure viral spread via surfaces is minimized.

Teachers and students should utilize disinfectant and/or wipes in the classroom to clean and sanitize desks and tables.

Teachers and students will be expected to pick up all items from the floor and clear desktops and tabletops at the end of each day to allow for more thorough cleaning each evening.

When there is a COVID-19 positive student in a classroom, the infected classroom will be thoroughly cleaned and disinfected.



CLINICS AND STUDENT HEALTH

According to CDC guidelines, symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever (100.4 or higher) or chills
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Congestion or runny nose
- Cough
- Fatigue
- Muscle or body aches
- Sore throat
- Headache

All parents/guardians must complete a Student Locator Card. This card provides student information for the nurse to ensure appropriate care for students and allowed medications are administered.

Students who require the nurse’s care at school (e.g. medication, first aid, or other regular treatments) will be sent to the school nurse clinic. If students have COVID-19 like symptoms, the student will be provided a mask if they do not have one.

Students who are sick must be promptly picked up from school and staff members who are sick must promptly leave school. Both subject to the *CCSS COVID-19 Protocol (See page 11)*.

- Students and staff who become ill are encouraged to seek medical treatment and follow the Department of Public Health guidance prior to returning to school. If positive for COVID-19 staff and parents can self-report these results to the school.
- When cases of COVID-19, for students or staff, are confirmed, the system will work with local health authorities to determine appropriate response.

COMMUNICATION



We are focused on communicating as clearly and thoroughly as possible during these times. We disseminate information, as it is available.

- Please confirm your contact information is up-to-date for your child(ren).
 - For change of address, please visit or contact the Central Enrollment Center at (912)389-6890. Proof of the new address is required.
 - Changes in phone numbers and/or email addresses can be submitted to your child(ren)’s school or by the Central Enrollment Center at (912)389-6890.
- Updates will be shared on our school and district websites, Facebook, Instagram, Douglas Now, The Douglas Enterprise and Kininvolved.
- Video messages will be shared on our school and district websites, Facebook, Instagram, Douglas Now, The Douglas Enterprise and Kininvolved.
- Signs provided by the Department of Public Health will be posted throughout all school buildings reminding students and staff of recommended healthy hygiene practices.
- There may be situations where a student or staff member tests positive for COVID-19. Each case will be evaluated individually. Schools will communicate with the involved students and families as needed. Due to HIPPA and FERPA privacy requirements, we will not be identifying individuals with COVID-19, and we ask that others not speculate about such instances.

COPING AND WELLNESS



Coffee County Schools recognizes the impact COVID-19 has on families emotionally. Therefore, mental health support will be provided to support the emotional well being of students and staff.

- Counselors, teachers, wellness teams, and social workers will establish processes to determine individual student needs.

- Social workers and counselors will provide services including access to mental health support. Please contact your school’s counselor for more information.
- Student support staff will work with community partners to establish support services available to students following CDC guidance.

Resources: COVID-19 Parental Resources Kit

[COVID-19 Parental Resources Kit \(cdc.gov\)](#)

[Coronavirus Tips for Families](#)

[Talking to Kids about the Coronavirus Crisis](#)



COVID-19 VACCINE and QUARANTINE



Staying up to date on routine vaccinations is essential to prevent illness from many different infections. Vaccines reduce the risk of infection by working with the body’s natural defenses to help safely develop immunity to disease. Coffee County School System will continue to coordinate with Coffee Regional Medical Center and the Coffee County Health Department for vaccinating its staff. Schools and departments will allow staff members to leave work without penalty to receive the vaccines for COVID-19.

EXTRACURRICULAR ACTIVITIES AND ATHLETICS



Students enrolled in a Virtual Learning Program will not be allowed to participate in extracurricular activities or athletics.

Any modifications must be approved by the system, Principal, or Athletic Director.

All athletic programs that are governed by the Georgia High School Association (GHSA) will follow GHSA rules and regulations. Guidance from local health officials will also be considered. Middle school athletic programs will follow the same guidance as the GHSA high school programs. Any modifications must be approved by the system, Principal, or Athletic Director.

Coffee High School student athletes should report positive test results to the Athletic Trainer, Ben Swafford at ben.swafford@coffee.k12.ga.us, and freshman and middle school athletes should report to the school athletic director.

For all other extracurricular activities, positive tests to COVID-19 should be reported immediately to the school principal or school nurse.

MEDIA CENTER PROCEDURES



All students may visit the Media Center to check out books. Hand sanitizer should be available for students to use.

MONITORING FOR SYMPTOMS



All CCSS staff is expected to self-monitor for symptoms of COVID-19.

The most critical tool in preventing the spread of COVID-19 is to ensure any student or staff who is ill does not attend work/school. Thus, no staff or student who has a temperature of 100.4 or higher and/or is COVID-19 positive, should enter a school building or board a bus. Refer to the *CCSS COVID-19 Protocol (See page 11)*.

Please also keep in mind that children will still get sick with illnesses that are not COVID-19. To err on the side of caution, additional safety measures will be taken regarding all health issues. All students who are out sick with a fever will be required to be fever-free for 24 hours without the use of fever-reducing medicine before being allowed to return to school.



OPEN HOUSE

Open House information is listed below for all Coffee County Schools.

Elementary Schools: 3:00-6:00 PM

- August 3 – All Elementary Schools

Coffee Middle School: 3:00-6:00 PM

- August 3 - 6th Grade
- August 4 - 7th & 8th Grade

- George Washington Carver Freshman Campus: 3:00 – 6:00 PM

- August 4

- Wiregrass Regional College and Career Academy: Times vary

- August 3rd - New students 2:00 - 5:00 PM
- August 4th - Returning students 1:00 - 4:00

- Coffee County Educational Academy: 3:00 – 6:00 PM

- August 3

- Coffee High School: 9:00 AM – 12:00 PM

- August 3 – Health & Human Services
Public Service & Education
- August 4 - Engineering, Agriculture & Mechanics
Fine Arts, Business & Information Technology

PROCEDURES FOR SAFE AND HEALTHY SCHOOLS



- Best practices for hand washing and social distancing will be implemented and reinforced.
 - Wellness procedures will be implemented to teach students how to better protect themselves.
 - Custodial staff will be provided with additional disinfecting equipment and supplies.
- Classrooms, cafeterias and high-traffic areas will be sanitized as much as possible.
 - Pre-K/Kindergarten parents will be allowed to walk children to class for the first two days.
 - Assemblies/Large gatherings may be modified to support safety.
 - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk to people using the facility.



SCHOOL CALENDAR

Please note that all currently scheduled breaks (Fall, Thanksgiving, Winter and Spring) will remain as listed in the 2022-23 school calendar.

Coffee County School System 2022-2023 School Year Calendar

Approved February 24, 2022



July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Professional Learning Day (No Students)
- Progress Reports
- Progress Reports, Parent-Teacher Conferences (Early Release Day)

- School Closed - Holidays
- Early Release Day, Professional Learning
- Report Cards

- Student Days
- Early Release Day
- 27 Graduation Day!

End of 9 Week Grading Periods:
Oct. 7, Dec. 15, Mar 10 & May 24

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SCHOOL NUTRITION AND SERVING MEALS

We will follow the Centers for Disease Control (CDC), Georgia Department of Public Health (DPH) and Georgia Department of Education (GaDOE) guidance for food service.

We work with local health officials and GADOE state health experts to maintain safety practices, ensuring that your child is served in the safest way possible.

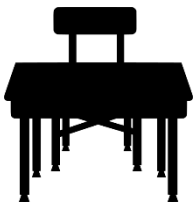
To make the purchase of additional items safer, parents or guardians are encouraged to use MySchoolBucks to add money to your child(ren)'s account or to pay the school cafeteria directly (cash or check only). Breakfast and lunch are free to all students in the Coffee County School System. Ala-Carte and extra items will be available for purchase.



STUDENT ATTENDANCE

Coffee County Schools will report student attendance data to the Georgia Department of Education.

Coffee County Schools cannot completely waive truancy requirements in Georgia law, but may modify the process to avoid punitive action due to COVID-19 related absences. Schools will work with parents to resolve attendance issues related to illness.



STUDENT ENROLLMENT INFORMATION

Coffee County Schools Central Enrollment Center is open under the following regulations and guidelines for getting children (PK-12) enrolled for the 2022-2023 school year. Please visit the following [website](#) for detailed information.

Parents/guardians are encouraged to call (912)389-6890 to register new students.

All required documentation is required at enrollment appointment

TRANSPORTATION



CCSS transportation is also taking the following steps:

- As much as possible, buses will be wiped down.
- Hand sanitizer will be available on all buses.
- Assigned seats will be utilized where practical.
- Students who become sick during the school day may not ride the bus home



CLASSROOM PARTIES/CELEBRATIONS

Classroom parties/celebrations are permissible. Students are encouraged to bring pre-packaged snacks or drink items.

Daily Home Screening for Students

Parents: Please screen your child(ren) each morning before your child leaves for school. Report any information to your child(ren)'s school.

SECTION 1: Symptoms

Report if your child has any of the following symptoms that indicates the possible illness that may decrease the student's ability to learn and also put them at-risk for spreading illness to others.

Temperature 100.4 degrees Fahrenheit or higher when taken by mouth

Sore throat

New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)

Diarrhea, vomiting, or abdominal pain

New onset of severe headache, especially with a fever

CCSS COVID-19 Protocol

When a person contracts the virus, symptoms may develop within 2-14 days from exposure, although some people never show symptoms. It is very important for your own safety and for the safety of others that you monitor your health.

COVID-19 protocols for the upcoming school year. We will continue to monitor COVID-19 data and make adjustments as needed.

- Following DPH and CDC guidelines, it is recommended that those who test positive for COVID-19 stay home 5 days, be fever-free for 24 hours with other symptoms improving before returning to school/work and are encouraged to wear a mask for an additional 5 days.
- Absences for positive students should be excused with a parent or doctor's note.
- Staff members with COVID-19 are required to use sick leave if they have exhausted five days of COVID sick leave as a result of COVID-19 after January 1, 2022.
- Schools do not have to report positive cases to the district office or complete the online DPH forms. We will no longer be posting weekly reports.
- No contact tracing is required.
- Close contacts are not required to quarantine.
- If clusters of confirmed positives, within one week (Monday-Friday), are identified the school nurse will report to Jennifer Davis.
- In addition, staff and students should continue to follow all other DPH guidance to protect themselves and others

