

# • COFFEE COUNTY SCHOOLS •

*Douglas, Georgia*



## Operations Plan

### 2023-2024

The following is based on information from the Centers for Disease Control and Prevention (CDC), Georgia Department of Health (DPH) and Georgia Department of Education (GaDOE). It is not intended to be an exhaustive or detailed list of expectations, but will provide an overview of the anticipated guidance for re-entry to the traditional setting on August 9, 2023.

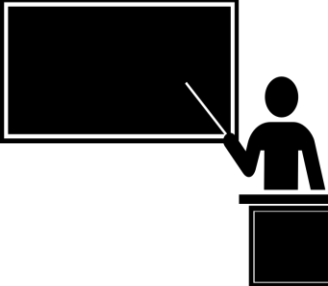

While May 11, 2023 marked the end of the federal COVID-19 Public Health Emergency (PHE) declaration, the health and safety of our staff and students is our primary focus and priority.

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## 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 2023-2024 school year:

<p><b>Traditional</b></p> 	<p>School buildings are open and face-to-face instruction is scheduled using the appropriate content standards and grading practices while providing rigorous learning opportunities.</p>
<p><b>Virtual Learning through Google Classroom/Google Meets</b></p> 	<p>Students in grades 3-12 of the Coffee County School System have several virtual learning opportunities:</p> <p>For students in grades 3-8, virtual learning options can be found at this link:</p> <ul style="list-style-type: none"><li>• <a href="#">GaDOE Clearinghouse</a></li></ul> <p>For students in grades 9-12, virtual learning options are:</p> <ul style="list-style-type: none"><li>• Wiregrass Regional College &amp; Career Academy<ul style="list-style-type: none"><li>◦ <a href="#">WRCCA Application</a></li></ul></li><li>• <a href="#">GaDOE Clearinghouse</a></li></ul> <p>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. <a href="#">GaDOE Clearinghouse</a></p> <p>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</p>

## CLEANING AND HYGIENE



Students are encouraged 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 are 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 the spread of viruses on surfaces is minimized.



## CLINICS AND STUDENT HEALTH

All parent/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.

## COVID-19

If you were exposed to the virus that causes COVID-19 or have been told by a healthcare provider or public health authority that you were exposed, here are the steps that you should take, regardless of your vaccination status or if you have had a previous infection.

**After Being Exposed to COVID-19 – Take precautions immediately**

- Monitor symptoms

If your test result is positive, follow the guidance of your health care provider.

## COMMUNICATION



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, local media outlets, and Kininvolved.

- Video messages will be shared on our school and district websites, Facebook, Instagram, local media outlets and Kinolved.



## **COPING AND WELLNESS**

Coffee County provides support for the emotional wellbeing of students and staff through:

- 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.

## **EXTRACURRICULAR ACTIVITIES AND ATHLETICS**



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.



## **MEDIA CENTER PROCEDURES**

Media centers are open and welcome all students may visit the Media Center to check out books.



## OPEN HOUSE

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

Any student daily medications should be signed in by parent or guardian to the school nurse clinic during open house.

- Elementary Schools: August 7 from 3:00-6:00 PM
- Coffee Middle School: 3:00-6:00 PM
  - August 7 - 6th Grade
  - August 8 - 7th Grade & 8th Grade
- George Washington Carver Freshman Campus 3:00 - 6:00 PM
  - August 8
- Wiregrass Regional College and Career Academy
  - August 7 - New Students 2:00 -5:00 PM
  - August 8 - Returning Students & Seniors 1:00 – 4:00 PM
- Coffee County Educational Academy 3:00-6:00 PM
  - August 7
- Coffee High School 1:00 – 4:00 PM
  - August 7 Health & Human Services  
Public Service & Education
  - August 8 Engineering, Agriculture & Mechanics  
Fine Arts, Business & Information Technology

## PROCEDURES FOR SAFE AND HEALTHY SCHOOLS

- Any student with a measured temperature of 100.4° F or higher should not
- Classrooms, cafeterias and high-traffic areas will be sanitized as much as possible.
- The Raptor Visitor Management System will be continued. Background checks will be conducted and photo identification will be issued to visitors.
- Pre-K/Kindergarten parents will be allowed to walk children to class for the first two days.
- Procedures for School Nurse visits

# SCHOOL CALENDAR



## Coffee County School System 2023-2024 School Year Calendar

Presented for Board Approval March 23, 2023

**ONE COFFEE.  
ONE TEAM.**

July 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	29
30	31					

August 2023						
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27	28	29	30	31		

September 2023						
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October 2023						
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22	23	24	25	26	27	28
29	30	31				

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

January 2024						
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			

February 2024						
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25	26	27	28	29		

March 2024						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
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				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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
- Report Cards
- 100<sup>th</sup> Day of School

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

End of 9 Week Grading Periods:  
Oct. 6, Dec. 15, Mar. 8 & May 29



## SCHOOL NUTRITION AND SERVING

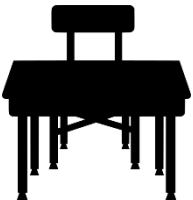
### MEALS

- 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.
- To make the purchase of additional items safer, parents or guardian 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, but additional items are not.



### STUDENT ATTENDANCE

Coffee County Schools are required to take student attendance and report student attendance data to the Georgia Department of Education. Excessive absences and could be a violation of the Georgia Compulsory School Attendance Statute.



### 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 2023-2024 school year. Please visit the following [website](#) for detailed information.

Parents/guardians are encouraged to call (912)389-6890 for additional information on how to register new students. Students are not required to attend the enrollment process

All required documentation is requested at the time of enrollment.



## TRANSPORTATION



If a student does not ride three days in a row, the bus will discontinue the stop until we are notified. The Transportation Department can be notified, early, the morning of the route, by 5:30 am (912-389-6892). Transportation Changes: Please notify the school office in advance and/or advise the teacher in writing if there is to be a change in the transporting of your child. If no notification is received, your child will follow his/her regular method of getting home.



## CLASSROOM PARTIES/CELEBRATIONS

Classroom parties/celebrations are permissible as long as it does not involve food deliveries or visitors. Students may bring pre-packaged snacks or drink items, but there should be no deliveries.