



Phased Plan for School Operations (Elementary School and Middle/High School), Revised 1/18/22

| Phase | Safety/Mitigation Protocols | Model |
|--------------|--|--|
| Phase 1 | <ul style="list-style-type: none"> • This phase is for COVID-19-free environments • No additional protocols required | <ul style="list-style-type: none"> • In-person only |
| Phase 2 | <ul style="list-style-type: none"> • Water fountains disabled • Hand sanitizer in all classrooms • Classroom fogging/disinfection after school • Disinfectant in every classroom • Personal protective equipment available for all staff • Temperature taken for all visitors • Breakfast in classrooms • Multiple arrival drop off points/dismissal pick up points • Drills conducted at staggered times through individual classes to allow for distancing • Allow lunch visits in Peace Garden only, not cafeteria for outside visitors • Masks recommended in Phase 2. Masks required to be worn by all scholars and employees if the Community Spread 14-Day Case Rate is greater than or equal to 250 cases per 100K until the rate is below 250 cases per 100K | <ul style="list-style-type: none"> • In-person • Remote learning program for approved scholars • Google classroom for quarantined and isolated scholars |
| Phase 3 | <ul style="list-style-type: none"> • All applicable Phase 2 Protocols • Masks worn by all scholars and employees • Lunch in classrooms except for K and 1st grade • Middle, high and bridges classrooms disinfected between classes • Visitors limited to the office area and must be masked • Cohorting of scholars in classrooms with physical distancing between cohorts where possible | <ul style="list-style-type: none"> • In-person with cohorts where possible • Remote learning program for approved scholars • Google classroom for quarantined and isolated scholars |
| Phase 4 | <ul style="list-style-type: none"> • Closed to public (non-school employees) | <ul style="list-style-type: none"> • Remote learning program for approved scholars • See implementation below |

Calculation for Movement Between Phases

| | |
|------------------------|---|
| Up to Phase 2 | Movement to Phase 2 is triggered by a current Executive Order from the Governor declaring a Public Health State of Emergency in Georgia due to the impact of Novel Coronavirus Disease 2019 (COVID-19) and/or a current Administrative Order from the Commissioner and State Health Officer of the Georgia Department of Public Health for Public Health Control Measures due to the impact of COVID-19. |
| Down to Phase 1 | When the Executive Order and/or Administrative Order are lifted, Phase 2 will move back down to Phase 1. |
| Up to Phase 3 | Movement between phases 2-3 will be determined based on the number of COVID-19-related absences of scholars at each school category: Elementary and Middle/High, based on isolation and quarantine as determined by DPH/CDC requirements. The total number of isolation cases per school category will be added to the total number of quarantine cases (.5 value) per school category and divided by the total number of scholars enrolled per school category. When that number |

| | |
|------------------------|---|
| | exceeds 4% with COVID-19-related absences, we move to Phase 3. |
| Down to Phase 2 | Movement from phase 3 back down to phase 2 will occur when the COVID-19-related absences have reduced to 4%. |
| Up to Phase 4 | Should the number of COVID-19-related absences reach 8%, we will move to Phase 4. Phase 4 mitigation protocols will be implemented the day following the threshold being reached, while the change in instructional model will be implemented the second school day after the threshold is reached. For example, if calculations at noon on Tuesday reach the threshold for Phase 4, parents will be notified that afternoon through letters, posts, and automated messages that Phase 4 will begin Thursday. |
| Down to Phase 3 | Movement from phase 4 back down to phase 3 will occur when the COVID-19-related absences have reduced below 7.5% and at least three calendar days have passed since the phase was entered. |
| NOTES | Faculty and staff absenteeism due to COVID-19 will continue to be an overriding factor regardless of the percentages of student cases. While increased mitigation protocols can be instituted based on increased percentage of COVID-19-related absences throughout the period, no decreases in protocols will be initiated until a period of five calendar days has passed. |

Communication of Phases and Phase Movement

Phase changes would be initiated one school day following the date the threshold is reached based on the attendance at noon each school day. A weekly report including the phases of both school categories and accompanying data will be posted on the school website the first school day of the week. Families will be notified the day Phase 4 threshold is met through automated messenger, paper notification sent home with scholars, and via posts to the school website and Facebook group. School personnel will continue to be notified of daily calculations via email.

Phase 4 Plan Implementation

- Scholars will take home chromebooks the day of closure. Connectivity devices will be sent home with any scholars who indicate a need or whose parents have indicated that they have a need. **CHROMEBOOKS AND CONNECTIVITY DEVICES MUST BE RETURNED TO THE SCHOOL AT THE END OF PHASE 4 UPON SCHOLARS' RETURN TO SCHOOL.**
- The link for meal pick-up will be distributed in the notification of the closure. Meal pick-up for those who sign up will be scheduled for the third day following notification of the closure.
- Paper packets will be sent home with scholars in grades kindergarten through 8th. Any scholars in grades 9th-12th who prefer to work in paper packets should notify their advisors so those can be provided prior to closure. High school advisors will make assignments through Google Classroom and work will be submitted in Google Classroom.
 - If closure extends beyond one week, work packets must be returned to the school for scholars in grades kindergarten through 8th and any scholars in grades 9th-12th who prefer to work in paper packets. At that time, the next work packets will be available for pick-up. Times for packet drop off and pick up will be 7:30 AM-3:30 PM at the school on the day exactly one week following the notification of initial closure.
- Mandatory Google Meet sessions will be held each day, Monday through Friday for all scholars, kindergarten through 12th grade for advisors to provide synchronous instruction. These sessions will be recorded. The number of daily sessions increases with the grade level, as indicated below. The times of the sessions are provided below. Attendance during the closure will be based on attendance at the Google Meet sessions.
 - For scholars who will be unable to attend the live Meet sessions, a hardship form must be completed here: <https://forms.gle/zSq7mcYP9zAuHXVq5>. Scholars must attend live sessions until or unless the hardship request has been approved.
 - **GOOGLE MEET SESSIONS WILL BE RECORDED. SCHOLARS NOT WISHING TO HAVE THEIR IMAGES SHOWN ON SCREEN SHOULD DISABLE THE CAMERA DURING THE MEET SESSIONS.**

- **Lesson length should be NO MORE THAN:**
 - Grades K-2: 20-25 minutes (based on age group)
 - Grades 3-5: 25-30 minutes
 - Grades 6-8: 30-40 minutes
 - Grades 9-12: 40-45 minutes
- **All work should be presented and able to be completed by scholars during the Meet sessions for Grades K-5**
- **Kindergarten & 1st Grade Meet Schedule** (see rotation below)
 - 3 Mandatory Google Meet Sessions Daily (Monday-Friday): 9:00 AM, 10:00 AM, 11:00 AM
- **2nd-5th Grade Meet Schedule** (see rotation below)
 - 5 Mandatory Google Meet Sessions Daily (Monday-Friday): 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 12:30 PM
- **6th-8th Grade Meet Schedule** (see rotation below)
 - 6th Grade - 5 Mandatory Google Meet Sessions Daily (Monday-Friday): 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 12:30 PM
 - 7th Grade - 6 Mandatory Google Meet Sessions Daily (Monday-Friday): 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 12:30 PM, 1:30 PM
 - 8th Grade - 7 Mandatory Google Meet Sessions Daily (Monday-Friday): 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 12:30 PM, 1:30 PM, 2:30 PM
- **9th-12th Grade Meet Schedule** (see rotation below)
 - 7 Mandatory Google Meet Sessions Daily (Monday-Friday): 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 12:30 PM, 1:30 PM, 2:30 PM
- Furlow Family Care will be provided for the on-site supervision of children of Furlow advisors
 - Cafe Furlow will be used for Furlow Family Care
 - Paraprofessionals/support staff will lead the supervision
- **NOTE:** Special Services include Special Education, Gifted, and EL. Advisors providing Special Services will meet with scholars receiving those services based on their needs and individualized plans. Scholars who receive Special Services **MUST** attend these sessions.
 - Meet sessions for Special Services will be during the hour of the regular Meet session, if possible. Special Services advisors will contact their scholars to schedule their Meet sessions

CLASS ROTATIONS

Kindergarten Rotation

| 9:00 AM | 10:00 AM | 11:00 AM - Mrs. K. Jones's Class | 11:00 AM - Mrs. Patterson's Class | 11:00 AM - Mrs. Weiss's Class |
|---|---|--|--|--|
| Monday-Friday Meet Session with Teacher | Monday-Friday Meet Session with Teacher | <ul style="list-style-type: none"> ● Monday - World Languages ● Tuesday-Friday - Bridges | <ul style="list-style-type: none"> ● Monday, Wednesday, Thursday, Friday - Bridges ● Tuesday - World Languages | <ul style="list-style-type: none"> ● Monday, Tuesday, Thursday, Friday - Bridges ● Wednesday - World Languages |

**1st Grade Rotation
Mrs. Butler's Class**

| 9:00 AM | 10:00 AM | 11:00 AM |
|---|---|--|
| Monday-Friday Meet Session with Teacher | Monday-Friday Meet Session with Teacher | <ul style="list-style-type: none"> Monday, Tuesday, Wednesday, Friday - Bridges Thursday - World Languages |

**1st Grade Rotation
Mrs. Scott & Mrs. Shealy's Classes**

| 9:00 AM | 10:00 AM - Mrs. Scott's Class | 10:00 AM - Mrs. Shealy's Class | 11:00 AM |
|---|--|--|---|
| Monday-Friday Meet Session with Teacher | <ul style="list-style-type: none"> Monday - World Languages Tuesday-Friday - Bridges | <ul style="list-style-type: none"> Monday, Wednesday, Thursday, Friday - Bridges Tuesday - World Languages | Monday-Friday Meet Session with Teacher |

2nd Grade Rotation

| 8:00 AM | 9:00 AM | 10:00 AM - Mrs. M. Jones's Class | 10:00 AM - Ms. Kent's Class | 11:00 AM | 12:30 PM |
|---|---|--|--|---|---|
| Monday-Friday Meet Session with Teacher | Monday-Friday Meet Session with Teacher | <ul style="list-style-type: none"> Monday, Tuesday, Thursday, Friday - Bridges Wednesday - World Languages | <ul style="list-style-type: none"> Monday, Tuesday, Wednesday, Friday - Bridges Thursday - World Languages | Monday-Friday Meet Session with Teacher | Monday-Friday Meet Session with Teacher |

3rd Grade Rotation

| 8:00 AM | 9:00 AM - Mrs. Parker's Class | 9:00 AM - Mrs. Taunton's Class | 10:00 AM | 11:00 AM | 12:30 PM |
|---|--|--|---|---|---|
| Monday-Friday Meet Session with Teacher | <ul style="list-style-type: none"> Monday - World Languages Tuesday-Friday - Bridges | <ul style="list-style-type: none"> Monday, Wednesday, Thursday, Friday - Bridges Tuesday - World Languages | Monday-Friday Meet Session with Teacher | Monday-Friday Meet Session with Teacher | Monday-Friday Meet Session with Teacher |

4th Grade Rotation

| 8:00 AM | 9:00 AM - Ms. Faust's Class | 9:00 AM - Ms. Gerlach's Class | 10:00 AM | 11:00 AM | 12:30 PM |
|---|--|--|---|---|---|
| Monday-Friday Meet Session with Teacher | <ul style="list-style-type: none"> Monday, Tuesday, Thursday, Friday - Bridges Wednesday - World Languages | <ul style="list-style-type: none"> Monday, Tuesday, Wednesday, Friday - Bridges Thursday - World Languages | Monday-Friday Meet Session with Teacher | Monday-Friday Meet Session with Teacher | Monday-Friday Meet Session with Teacher |

5th Grade Rotation

| 8:00 AM - Mrs. Burgess' Class | 8:00 AM - Mrs. Holcomb's Class | 8:00 AM - Mrs. Stephens' Class | 9:00 AM | 10:00 AM | 11:00 AM | 12:30 PM |
|--|--|--|---|---|---|---|
| <ul style="list-style-type: none"> Monday - World Languages Tuesday-Friday - Bridges | <ul style="list-style-type: none"> Monday, Wednesday, Thursday, Friday - Bridges Tuesday - World Languages | <ul style="list-style-type: none"> Monday, Tuesday, Thursday, Friday - Bridges Wednesday - World Languages | Monday-Friday Meet Session with Teacher | Monday-Friday Meet Session with Teacher | Monday-Friday Meet Session with Teacher | Monday-Friday Meet Session with Teacher |

6th Grade Rotation

| 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:30 PM |
|------------|-----------|----------|-------------|--|
| Mrs. Ciani | Mrs. Powe | Ms. Cole | Mr. Taunton | <ul style="list-style-type: none"> Monday, Wednesday - Mrs. Arnold Tuesday, Thursday - Ms. Goolsby Friday - Coach Skiles or Mrs. Head |

7th Grade Rotation

| 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:30 PM | 1:30 PM |
|----------|-------------|-------------------------|------------|-----------|---|
| Ms. Cole | Mr. Taunton | Ms. Cotton or Mrs. Dean | Mrs. Ciani | Mrs. Powe | <ul style="list-style-type: none"> Monday, Wednesday, Friday - Ms. Goolsby Tuesday, Thursday - PE |

8th Grade Rotation

| 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:30 PM | 1:30 PM | 2:30 PM |
|-----------|-------------|-------------------------|----------|------------|-------------|--------------------------------|
| Mrs. Powe | Ms. Goolsby | Ms. Cotton or Mrs. Dean | Ms. Cole | Mrs. Ciani | Mr. Taunton | Both classes with Coach Skiles |

High School Rotation

| | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:30 PM | 1:30 PM | 2:30 PM |
|-----------------------|--|---|----------------------------------|---|--|--|---|
| PE | | | Lifetime Sports | | | | Lifetime Sports |
| Mrs. Arnold | | Service Learning (Friday only) | Service Learning (Friday only) | | Service Learning (Friday only) | Service Learning (Friday only) | |
| Ms. Cotton | | Visual Arts/ Drawing & Painting I/II | | | Visual Arts/ Drawing & Painting I/II | Visual Arts/ Ceramics | |
| Mrs. Dean | Spanish IV | | | Spanish I | Spanish I | Spanish III | Spanish III |
| Mrs. Doble | Visual Arts/ Photography I | Journalism I | Visual Arts/ Photography II | Visual Arts/ Photography II | Visual Arts/ Filmmaking II | Journalism I/II/III/IV | Visual Arts/ Filmmaking I/II/III/IV |
| Mr. Dwaram | Geometry | Algebra I | Algebra II | Geometry | Algebra II | Algebra I | Advanced Mathematical Decision Making |
| Mrs. Fendley | Environmental Science | Physical Science | Physical Science | Biology | Biology | Chemistry | Chemistry |
| Coach McDonel | Marketing Principles | Introduction to Business and Technology | Marketing Principles | Introduction to Business and Technology | Marketing Principles | Marketing Principles | Weight Training |
| Mr. Mournighan | United States History | Economics | World History | World History | American Government/ Civics | American Government/ Civics | United States History |
| Coach Skiles | | | | | | | Lifetime Sports (this class will join PE) |
| Mrs. Walker | Tenth Grade Literature and Composition | American Literature/ Composition | American Literature/ Composition | British Literature and Composition | Ninth Grade Literature and Composition | Ninth Grade Literature and Composition | Tenth Grade Literature and Composition |

SCHEDULES FOR POSTING

Each K-1st advisor will be required to publish the following completed chart to his/her Google Classroom(s) and webpage to indicate the anticipated Phase 4 schedule.

Schedule for _____

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|--------|---------|-----------|----------|--------|
| 9:00 AM | | | | | |
| 10:00 AM | | | | | |
| 11:00 AM | | | | | |

Each 2nd-5th advisor will be required to publish the following completed chart to his/her Google Classroom(s) and webpage to indicate the anticipated Phase 4 schedule.

Schedule for _____

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|---------------|----------------|------------------|-----------------|---------------|
| 8:00 AM | | | | | |
| 9:00 AM | | | | | |
| 10:00 AM | | | | | |
| 11:00 AM | | | | | |
| 12:30 PM | | | | | |

Each 6th-8th advisor will be required to publish the following charts to his/her Google Classroom(s) and webpage to indicate the anticipated Phase 4 schedule.

6th Grade Rotation

| 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:30 PM |
|----------------|----------------|-----------------|-----------------|--|
| Mrs. Ciani | Mrs. Powe | Ms. Cole | Mr. Taunton | <ul style="list-style-type: none"> • Monday, Wednesday - Mrs. Arnold • Tuesday, Thursday - Ms. Goolsby • Friday - Coach Skiles or Mrs. Head |

7th Grade Rotation

| 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:30 PM | 1:30 PM |
|----------------|----------------|-------------------------|-----------------|-----------------|---|
| Ms. Cole | Mr. Taunton | Ms. Cotton or Mrs. Dean | Mrs. Ciani | Mrs. Powe | <ul style="list-style-type: none"> • Monday, Wednesday, Friday - Ms. Goolsby • Tuesday, Thursday - PE |

8th Grade Rotation

| 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:30 PM | 1:30 PM | 2:30 PM |
|----------------|----------------|-------------------------|-----------------|-----------------|----------------|--------------------------------|
| Mrs. Powe | Ms. Goolsby | Ms. Cotton or Mrs. Dean | Ms. Cole | Mrs. Ciani | Mr. Taunton | Both classes with Coach Skiles |

Each 9th-12th advisor will be required to publish the following completed chart to his/her Google Classroom(s) and webpage to indicate the anticipated Phase 4 schedule.

Schedule for High School - Monday through Friday unless noted

| 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:30 PM | 1:30 PM | 2:30 PM |
|----------------|----------------|-----------------|-----------------|-----------------|----------------|----------------|
| | | | | | | |