



Coalgate Public Schools

Coalgate Public Schools has developed the following plan for the 2020-2021 school year. 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. As a result, the State of Oklahoma could mandate unforeseen changes at any time. 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.

Screening protocol for entering school facility:

- In an effort to insure the safety of our students, faculty and staff and to prevent the spread of communicable diseases, especially during a pandemic or public health crisis, Coalgate Public Schools will be implementing the following protocol to control and restrict access to school property, activities and events:
- 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. This screening process may include taking temperatures, asking health related questions, and isolating those that have symptoms of a communicable disease.
- 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 not be allowed 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 will require the wearing of a mask in order to protect vulnerable/at-risk staff. Therefore, we greatly appreciate your cooperation for the safety of all.
- Due to this, Coalgate Public School will furnish one Wildcat cloth mask for each student in grades 4th through 12th and will have others available for purchase.

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.
- Student temperatures will be checked when entering the bus, and any student with a temperature of 100.4 or higher will not be allowed to ride the bus.
- We ask that parents of small children, too young to stay at home alone, make sure that someone is home until the bus arrives.
- 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 three 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 three weeks of school. These devices will be used for distance learning at home.
- If internet hotspots are available via grant, low-income students with need of internet will be provided first. The hotspots will be provided within the first three weeks of August. A training video on how to use/set-up hotspots will be available on Coalgate Public Schools' official Facebook page.
- The school is working to provide school buses equipped with hotspots that will be parked in locations in the community where multiple families could potentially connect to the internet during times of school interruption.
- 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 preparation for a potential school closure/interruption, grade Pre-K through 12 will have “virtual day” mode of learning every Monday of the school year. This experience will occur in the classroom. The thought is to insure that students are comfortable working with technology and the online learning platforms.
- 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 Independent School District
2020-2021 Calendar

August	3-7	Enrollment	
	10-11-12	In-Service	
	13	First Day of School	
September	7	Labor Day – NO SCHOOL	
	24	Parent/Teacher Conference Day	3:15 P.M. – 9:15 P.M.
	25	NO SCHOOL	
October	9	End of First Quarter	
	15-16 & 19	Fall Break – NO SCHOOL	
November	20	NO SCHOOL	
	23-27	Thanksgiving Break – NO SCHOOL	
December	18	End of First Semester	
	21-Jan. 1	Christmas Break – NO SCHOOL	
January	4	Professional Development – NO SCHOOL	
	5	Classes Resume for Second Semester	
	18	Martin Luther King Jr. Day – NO SCHOOL	
February	11	Parent/Teacher Conference Day	3:15 P.M. – 9:15 P.M.
	12	NO SCHOOL	
	15	Presidents’ Day – NO SCHOOL	
March	4	End of Third Quarter	
	5	NO SCHOOL	
	12	NO SCHOOL	
	15-19	Spring Break – NO SCHOOL	
	26	NO SCHOOL	
April	2	Good Friday – NO SCHOOL	
	9	NO SCHOOL	
	16	NO SCHOOL	
	23	NO SCHOOL	
	30	NO SCHOOL	
May	14	Last Day of School – HS Graduation	
	17	Professional Development	

2020-2021 Coalgate Public Schools

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

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 style="text-align: center;">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 this past 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.

- **Emerson Elementary School (Kindergarten through 6th Grade) please contact:**
Charles Canida at 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:

- Screening and temperature checks for all students and staff each day
- Designated Entry: All Emerson Elementary students will enter through the main east door of the elementary via Railroad Street.
- 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.

Hallway Travel:

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

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.

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.
- Coalgate Public Schools will provide one cloth mask for every student in grades 4th through 6th. Additional masks will be available for purchase.
- Students must use the mask responsibly and without disruption to the learning environment

Wallace Byrd Middle School

Building Access:

- Students will be screened daily before gaining access to the building.
- Screenings include review of symptoms and temperature checks.
- Students will enter through the main entrance at the start of school.
- After school starts, students will travel using the outside classroom doors.
- Late arrival students will be screened at the main entrance of the building as well as anyone returning to campus during the school day.

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 Travel:

- 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.
- Lockers will not be issued; therefore, backpacks are strongly encouraged. Every effort will be made to minimize books and supplies in backpacks.

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.

- All students will enter the south door of the cafeteria and exit through the north door.

Masks:

- Coalgate Public Schools will have certain classrooms that will require the wearing of a mask in order to protect vulnerable/at-risk staff. We greatly appreciate your cooperation for the safety of all.
- Coalgate Public Schools will provide each student in 7th and 8th grades with a custom cloth mask.

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.
- Staff will be located at the entrance to take student's temperature and assess the student.
- Once the 8:05 AM bell rings, students will enter the building through designated entrances.
 - Seniors will enter through the East Entrance
 - Juniors will enter through the Main Entrance
 - Sophomores will enter through the Back Entrance
 - Freshmen will enter through the West Entrance
 - Late arrival students will be screened at the main entrance of the building.
- Staff will be present at each entrance to take student's temperature.
- Any student who has a temperature of 100.4° F or higher will be directed to the HS Office in order to notify their parent or legal guardian and make arrangements to get the student home.
- Students with a temperature less than 100.4° F will report to their first period class.
- All first period teachers will have students fill out the COVID-19 Screening Form.
- Any student who is deemed high risk according to the COVID-19 Screening Form will be sent to the HS Office in order to notify their parent or legal guardian and make arrangements to get the student home.
- Students traveling to KTC will report to the KTC bus loading area in the HS parking lot where they will be properly screened and allowed to move on to the bus for transport, or if they are deemed high risk, their parent or legal guardian will be notified and arrangements will be made to get them home.

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.
- Lockers will not be issued; therefore, backpacks are strongly encouraged. Every effort will be made to minimize books and supplies in backpacks.

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.

Masks:

- Coalgate Public Schools will have certain classrooms that will require the wearing of a mask in order to protect vulnerable/at-risk staff. We greatly appreciate your cooperation for the safety of all.
- Coalgate Public Schools will provide each student in 9th through 12th grades with a custom cloth mask.

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.