



# Chattooga County Schools

33 Middle School Road  
Summerville, Georgia 30747  
706-857-3447 phone 706-857-3440 fax



## Board Members

Mr. Jared Hosmer, Superintendent  
Mr. Jeff Martin, Assistant Superintendent  
Ms. Michelle Helie, Chief Academic Officer  
Ms. Beth Hall, Special Education Director

Mr. Eddie Elsberry, Chairman  
Mr. Brad Hayes, Vice Chairman  
Mr. John Agnew, Member  
Mr. Sam Ballard, Member  
Dr. Julia Houston, Member

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## Extended Closure Distance Learning Plan Guidelines for Parents & Students

Extended Distance Learning for Chattooga County Schools has been created to give learning opportunities when school is closed for extended periods of time. If such an event occurs, we will continue to provide strong content, engaging experiences, and instructional support to our students. Teachers and students are encouraged to interact through email, phone calls, virtual meetings(Google Meet), chats, and our learning management system (Google Classroom). Digital interaction will never replace the value of face-to-face interaction; however, Chattooga County Schools is committed to keeping students safe and learning during an extended closure.

### Instruction and Student Learning

#### Pre-Kindergarten

Students will select assignments from a choice board. Teachers will communicate with parents and students via Class Dojo and Facebook.

#### Kindergarten

Kindergarten students will not bring devices home during a closure. Students will be given assignments that allow them to work on fine motor skills and early developmental skills that require hands-on activities. Packets may be turned in and picked up weekly if the closure is longer than a week. Photos and videos may be used as evidence if needed. Teachers will communicate with parents using the school's chosen communication portal: ie. Class Dojo, Seesaw, Remind, etc)

#### Grades 1-5

Students will access Extended Distance Learning through our LMS (Learning Management System) – Google Classroom. For elementary, these courses are designed to introduce a standard, provide content and instruction in a digital format, have activities to practice, complete an assessment or feedback, and provide resources for further practice and exploration.

#### Grades 6-12

In middle school and high school, students will access current coursework provided by each of their content teachers for the continuation of learning and instruction. If you have questions, please contact your child's teacher via email, Google Classroom, or phone.



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## **How will Extended Distance Learning work and where will students access courses?**

### **PreK**

Students will read or participate in a read aloud 15-20 minutes per day.

Students will complete a 15-20 minute math lesson each day.

Students will select 2 additional lessons from the choice board to complete each day.

PreK teachers will use the school chosen communication portal to communicate with parents and students.

### **Kindergarten**

Kindergarten students will be provided paper packets including choice boards that will have assignments and activities for students to complete.

Students will complete an ELA and a Math lesson each day from the choice board.

Students will complete 3 science lessons and 3 social studies lessons per week from the choice board. Students will also have Art, PE and Music activities on the choice board and should choose at least 2 of those per week.

Your child's teacher will make contact with your child at least once per week.

### **Grades 1-2**

Students will complete a 30-45 minute ELA lesson and a 30-45 minute Math lesson per day.

(3 lessons per week will include live sessions, 2 will be posted on Google Classroom.)

Students will have lessons that include live sessions one time per week in science and one time per week in social studies. Students will have activities 2 additional days per week in science and 2 additional days per week in social studies.

Art, PE and Music activities will be placed in Google Classroom weekly for students to complete.

\*Schedules for this will be provided by the student's school.

### **Grades 3-5**

Students will use Google Classroom to access and complete the digital content in their assigned courses.

Students will go through the assigned lesson to complete the day's work.

Students will complete a 30-45 minute lesson in ELA, Math, Science and Social Studies each day.

(3 lessons per week will include live sessions in each subject)

PE, Art, Music, Keyboarding etc. lessons and activities will be posted to Google Classroom weekly for students to complete. Live sessions may also be scheduled.

\*Schedules for this will be provided by the student's school.

### **Grades 6-8**

Students will use Google Classroom to proceed with current course work provided by content teachers.

Students will follow the schedule set by the school when accessing and completing assignments. Schools will offer an alternate schedule so that students will meet LIVE two times per week for each course. Monday and



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Wednesday will be for periods 1, 3, and 5 live sessions. Tuesday and Thursday will be for 2, 4 and 6 live sessions. Students may work on google classroom assignments after live sessions are complete. Assignments will be turned in via Google Classroom. Friday will be for support sessions if needed by appointment with the teacher.

### **Grades 9-12**

Students in grade 9-12 will access assignments through Google Classroom. (or GradPoint for Credit Recovery) and proceed with current course work provided by content teachers. Students will follow the schedule set by the high school when accessing and completing assignments. Monday and Wednesday will be 1, 3, 5 and 7 live sessions. Tuesday and Thursday will be for 2, 4, 6 live sessions. Students may work on google classroom assignments after live sessions are complete. Assignments will be turned in via Google Classroom. Friday will be for extra support sessions if needed by appointment with the teacher.

***To access instructional requirements, please visit your school's website and click on the school's digital learning plan***

### **How do I access Google Classroom?**

- Students can get to Google Classroom at [classroom.google.com](https://classroom.google.com) or by accessing your child's chattoogaschools.org google account. Click on the apps icon  the symbol is 
- Students will need to use their "chattoogaschools.org" email address [firstname.lastname@chattoogaschools.org](mailto:firstname.lastname@chattoogaschools.org). The password is the student's lunch number.

### **How do I communicate with my child's teacher?**

Parents can communicate with teachers by sending messages through email (firstinitiallastname@chattooga.k12.ga.us), Google Classroom messages, or by calling the student's school and leaving a message. Teachers will be monitoring the activity and progress of Google Classroom assignments and will be available to answer questions and address concerns.

### **How will I receive credit for my work?**

Students will be expected to *complete the assignments assigned for each day of school that is missed*. The completed assignments should be turned in weekly. Credit will be given according to the teacher's grading policy, which is shared at the beginning of the school year. Students who do not have internet access at home will work from the assignments folder downloaded to the students assigned school device.



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## WiFi Access

<p>Chattooga County Public Library Summerville Branch 360 Farrar Drive Summerville, Ga 30747</p>	<p>Chattooga County Public Library Trion Branch 15 Bulldog Boulevard Trion, Ga 30753</p>
<p>Chattooga County Schools (All Locations) external WiFi accessible in our school parking lots. Any school-issued device will connect in these locations</p>	

## Technology Support

Drop off location will be Chattooga Technology Center at 286 Maple Drive, Summerville, Ga 30747

Monday & Wednesday 9-12

Tuesday & Thursday 1-4



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## Extended Closure Distance Learning Plan Guidelines for Administrators

Complete and submit your school's [Extended Distance Learning Plan](#) to the district office and share information with your faculty early in the school year.

Administrators will meet with teachers via video conferencing at least once every two weeks and with their leadership teams at least once a month. Administrators will also join a teacher's Google Meets session with students at least once weekly.

Teachers will turn in distance learning lesson plans via Google Classroom on Monday mornings; administrators will be responsible for checking lesson plans weekly.



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## Extended Closure Distance Learning Plan Guidelines for Teachers

### Instruction and Student Learning

Make sure all distance learning assignments are clear and simple and “doable” in a home learning environment. Refer to your grade band below for more information.

#### PreK

Teachers may recommend books or read alouds for students to read or participate in for 15-20 minutes per day. Teachers will assign a math lesson each day that will take 15-20 minute each day.

Teachers will create choice boards for students to use in 2-week intervals. Students will select 2 additional assignments from the choice board to complete each day.

Assignments will be posted within Google Classroom by 9:00am on Monday morning for the week.

PreK teachers will use Class Dojo to communicate with parents and students.

#### Kindergarten

Kindergarten students will be provided paper packets including choice boards.

Teachers will create choice boards for students. Students will choose an ELA lesson and Math lesson each day from the choice board. Students will choose 3 science and 3 social studies lessons per week.

Teachers should make contact with students at least once per week.

Kindergarten students will not take devices home during a closure. Students will be given assignments that allow them to work on fine motor skills and early developmental skills that require hands-on activities. Packets may be turned in and picked up weekly if the closure is longer than a week. Photos and videos may be used as evidence if needed. Teachers will communicate with parents using the school’s chosen communication portal: ie. Class Dojo, Seesaw, Remind, etc)

#### Grades 1 and 2

Teachers will plan for 3 live sessions per week in ELA and Math. Sessions should take no more than 30-45 minutes each day. Assignments should be given on the other 2 days of the week for students to work on in Google Classroom(GC).

Teachers will plan for 1 live lesson per week in Science and 1 in Social Studies. Sessions should take no more than 30-45 minutes. Activities should be added to Google Classroom(GC) that support the live lessons at least 2 days per week. Evidence for learning can be pictures, written work, videos, etc posted to Google Classroom. Art, PE and Music activities should be added to the Google Classroom weekly for students to complete.

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**Sample Schedule**



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	Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:00-8:45</b>	Live ELA	Live Science	Live ELA	Live Social Studies	Live ELA
<b>9:15-10:00</b>	Live Math	GC Activities in Math/ELA	Live Math	GC Activities in Math/ELA	Live Math
<b>10:00-11:00</b>	Support for ELA	Support for Math	Support for ELA	Support for Math	GC Activities in Sci/SS/Specials
<b>12:00</b>	GC Activities in Sci/SS/Specials		GC Activities in Sci/SS/Specials		

### Grades 3-5

Core content teachers will prepare live sessions for 3 days per week and google classroom assignments 2 days per week in support of the live lessons during the extended closure. The assignments/lessons should take no more than 30-45 minutes for the student to complete. Specials and Connections teachers will provide assignments to each class that they teach weekly. These lessons will be posted on Google Classroom a week at time or daily. Assignments will be turned in via Google Classroom each week.

### **Sample Schedule**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45	Live ELA	Students work on Google Classroom Lessons.	Live ELA	Students work on Google Classroom Lessons.	Live ELA
9:00-9:45	Live Math		Live Math		Live Math
10:00-10:45	Live SCI		Live SCI		Live SCI
11:00-11:45	Live SS		Live SS		Live SS
1:00-3:00	Teacher Available for Support. Students work on Specials Assignments	Teacher Available for Support. Students work on Specials Assignments	Teacher Available for Support. Students work on Specials Assignments	Teacher Available for Support. Students work on Specials Assignments	Teacher Available for Support. Students work on Specials Assignments

### Grades 6-8



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Core content teachers will create lessons for each subject taught for each day of the extended closure and post assignments to Google Classroom, 2 days per week will include live sessions. Teachers should post assignments to Google Classroom for the other days of the week. The assignments should take no more than 30-45 minutes for the student to complete. Schools will offer an alternate schedule so that students will meet LIVE two times per week for each course. Monday and Wednesday will be for periods 1, 3, and 5 live sessions. Tuesday and Thursday will be for 2, 4 and 6 live sessions. Friday will be for support sessions if needed by appointment with the teacher. Students may work on google classroom assignments after live sessions are complete. Assignments will be turned in via Google Classroom.

#### **Sample Schedule.**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00-8:45	Live 1st Period	Live 2nd Period	Live 1st Period	Live 2nd Period	Individual or group support with teachers by appointment. Students work on Google Classroom assignments.
9:00-9:45	Live 3rd Period	Live 4th Period	Live 3rd Period	Live 4th Period	
10:00-10:45	Live 5th Period	Live 6th Period	Live 5th Period	Live 6th Period	
1:00-3:00	Teacher available for support. Students work on Google Classroom assignments.	Teacher available for support. Students work on Google Classroom assignments.	Teacher available for support. Students work on Google Classroom assignments.	Teacher available for support. Students work on Google Classroom assignments.	

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**Grades 9-12**





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All teachers will create lessons for each subject taught for each day of the extended closure and post assignments to Google Classroom. The assignment should take 30 and NO MORE THAN 45 minutes for the student to complete. These lessons will be posted on Google Classroom a week at time or daily. Assignments will be turned in via Google Classroom. Teachers should prepare live sessions two days per week for each class taught. An alternate schedule will be provided for extended closures. Monday and Wednesday will be 1, 3, 5 and 7 live sessions. Tuesday and Thursday will be for 2, 4, 6 live sessions. Friday will be for extra support sessions if needed by appointment with the teacher. Students may work on google classroom assignments after live sessions are complete. Assignments will be turned in via Google Classroom.

#### **Sample Schedule.**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00-8:45	Live 1st Period	Live 2nd Period	Live 1st Period	Live 2nd Period	Individual or group support with teachers by appointment. Students work on Google Classroom assignments.
9:00-9:45	Live 3rd Period	Live 4th Period	Live 3rd Period	Live 4th Period	
10:00-10:45	Live 5th Period	Live 6th Period	Live 5th Period	Live 6th Period	
11:00-11:45	Live 7th Period		Live 7th Period		
1:00-3:00	Teacher available for support. Students work on Google Classroom assignments.	Teacher available for support. Students work on Google Classroom assignments.	Teacher available for support. Students work on Google Classroom assignments.	Teacher available for support. Students work on Google Classroom assignments.	

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## Planning

Lesson Plans will be submitted weekly to your principal's Google Classroom on Monday morning by 8:00am. Principals will check these weekly. The Chattooga County Lesson Plan Template will be used for normal classroom instruction, however in the event of an extended closure, teachers will submit the lesson plan in the format of their choice as long as it can be uploaded to Google Classroom. Items to Include: Teacher Name, Dates, Subjects, Standards, Lesson Topic, Medium of Instructions and online learning tools utilized.

## Grading & Attendance

Students will be expected to *complete the assignments assigned for each day of school that is missed*. The completed assignments should be turned in weekly. Credit will be given according to the teacher's grading policy, which is shared at the beginning of the school year. If students are working on the alternate downloaded assignments, those should be turned in weekly and will be graded according to teachers grading policy.

## Communication

Make sure students have contact information for you. This would include whatever you plan to use to communicate with your students; your email, Google Classroom, Remind, Dojo, etc. Also, make sure parents are aware of how to contact you. Keep a log of all contacts made during the school closure and the means by which you connected with the parent.