



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
Mr. Jeremy Heathcock, Special Education Director

Mr. Eddie Elsberry, Chairman
Mr. Brad Hayes, Vice Chairman
Mr. Lynn Hall, Member
Mr. Spencer Hogg, Member
Mr. BJ Montgomery, Member

Purpose and School Information

In the event of an extended school closure (1 week or more), the Chattooga County School System will follow the Extended Closure Distance Learning Plan. The following plan contains specific information for Menlo Elementary School.

School Phone Number: 706/862-2323: Someone will be available to answer phone calls 8:00 -3:00

Device Distribution and Troubleshooting

- Each chromebook/Ipad will be assigned to a specific student the first week of school(21-22) using the Technology Distribution Form.
- Records of the assignment will be kept by the classroom teacher, administrator and academic coach.
- Student name, cart # and the school chromebook number will be placed on each charger.
- Chromebook and charger will be placed in a 2 gallon zip lock bag to be sent home. Student name, cart # and the school chromebook number will be placed on each ziplock bag.
- If students have issues with their device, they should report the problem to Mrs. Willis, the media specialist. . A technology support ticket will be entered and someone will contact the student/parent concerning the issue and will schedule a drop off time if needed to repair. Technical support is located at 286 Maple Drive, Summerville. Monday & Wednesday 9-12, Tuesday & Thursday 1-4
- Students in grades 6-8 will be assigned a chromebook the first week of school and take the device home at night, to use and charge as necessary.
- Students in grades 1-5 will be assigned a chromebook to utilize in classroom instruction at school. The devices will be sent home as needed for virtual work, unless requested or in the case of an extended school closure.

Delivery of Instruction & Monitoring of Student Learning

All grade level assignments will be accessible through Google Classroom. Google classroom will be the source of any new instruction and the monitoring of student learning. Assignments will be posted in the Google classroom for the students to complete and teacher feedback will be provided weekly. Students and parents may communicate with teachers through email, Google classroom, or by calling the student's school and leaving a message.

PreK

Students will participate in a read aloud for 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.

Assignments will be posted within Google Classroom by 9:00 a.m. on Monday morning of the extended closure



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week.

PreK will use REMIND to communicate with parents and students.

K

Kindergarten students will not bring devices home during a closure. 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. Other fine motor skill handouts will also be included for your child to work on. Your child's teacher will contact your child at least once per week by phone. The communication tool is REMIND for all other classroom communication.

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 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 live sessions are attached for your child's grade level.

Teachers will schedule a Google Meet for live sessions. Assignments for the week will be posted by Monday at 9:00 a.m. The communication tool is REMIND for classroom communication.

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 live sessions are attached for your child's grade level.

Assignments for the week will be posted by Monday at 9:00 a.m. Teachers will schedule Google Meets for live sessions. The communication tool is REMIND for classroom communication for grades 3-5,

6-8

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 operate on an alternate schedule. See below.



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*Schedules for live sessions are attached for your child's grade level. Assignments for the week will be posted by Monday at 9:00 a.m. The communication tool is REMIND for classroom communication.

Special Education

Special Education inclusion teachers will coordinate with classroom teachers to develop assignments that will meet the goals of the student's IEP and suggest modifications for those assignments.

Attendance and Grading

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 pre-loaded USB jump drive provided to your child by the school and submit work as instructed by the teacher.

Student Schedules

1st and 2nd Grade Schedule

1 st and 2 nd	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45	Live ELA	Live Science	Live ELA	Live Social Studies	Live ELA
9:15-10:00	Live Math	GC Activities in Math/ELA	Live Math	GC Activities in Math/ELA	Live Math
10:00-11:00	Support for ELA	Support for Math	Support for ELA	Support for Math	GC Activities in Sci/SS/Specials
12:00 – 12:45	GC Activities in Sci/SS/Specials		GC Activities in Sci/SS/Specials		
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



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3rd - 5th Grade Schedule

3 rd Grade 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 SS		Live SCI		Live SCI
11:00-11:45	Live Sci		Live SS		Live SS
1:00-3:00	Teacher Available for Support. Students work on Specials Assignments GRADE 3 1:00 LIVE PE 2:00 LIVE Art	Teacher Available for Support. Students work on Specials Assignments GRADE 4 1:00 LIVE PE 2:00 LIVE Art	Teacher Available for Support. Students work on Specials Assignments GRADE 5 1:00 LIVE PE 2:00 LIVE Art	Teacher Available for Support. Students work on Specials Assignment	Teacher Available for Support. Students work on Specials Assignments

6th - 8th grade schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45	Live 1st Block	Live Activity (6th Ag, 7th Art, 8th PE)	Live 1st Block	Live Activity (6th Art, 7th PE 8th AG)	Live Activity (6th PE, 7th AG, 8th Art)
9:00-9:45	Live ELT Block	Live 2nd Block	Live ELT	Live 2nd Block	Individual or group support with teachers by appointment. Students work on Google Classroom assignments.
10:00-10:45	Live 3rd Block	Live 4th Block	Live 3rd Block	Live 4th Block	
1:00-3:00	Teacher available for support. Students work on Specials	Teacher available for support. Students work on Specials	Teacher available for support. Students work on Specials	Teacher available for support. Students work on Specials	



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	Assignments	Assignments	Assignments	Assignments	
Supportive Services					
Students Receiving Reading or Math Support	Peggy Elrod (K-5): llee@chattooga.k12.ga.us Cissy Marshall(6-8) lmarshall@chattooga.k12.ga.us				
Students with an IEP	Peggy Elrod (K-5): llee@chattooga.k12.ga.us Lucy Lee(K-5) pelrod@chattooga.k12.ga.us Cissy Marshall(6-8) lmarshall@chattooga.k12.ga.us				
Students Involved in Extracurricular Activities	Sports: Barry Peppers, bpeppers@chattooga.k12.ga.us FFA: Lauren Jarrett ljarrrett@chattooga.k12.ga.us Chorus: Chastity Brunache cbrunache@chattooga.k12.ga.us Band: Gene Greer ggreer@chattooga.k12.us Art: Rozzie Starr, rstarr@chattooga.k12.ga.us PE: Wade Lanier, wlanier@chattooga.k12.ga.us				
Request for School Counselor Services	Katee Harris kharris@chattooga.k12.ga.us				
School Support Contacts					
<ul style="list-style-type: none">Principal Paula Buice pbuice@chattooga.k12.ga.usCounselor: Katee Harris kharris@chattooga.k12.ga.usSchool Nurse: Ashley Kling akling@chattooga.k12.ga.usMedia Center Specialist, Christy Willis, cwillis@chattooga.k12.ga.usInstructional Specialists: Robert Beach(Math) rbeach@chattooga.k12.ga.us, Angie Culbert (Science & Technology) aculbertc@hattooga.k12.ga.us, Christie Dooley (Literacy) cdooley@chattooga.k12.ga.us, Jennifer Reese (Social Studies) jreese@chattooga.k12.ga.usBookkeeper: Cherri Elliott celliott@chattooga.k12.ga.usSchool Secretary: Lindsey Green ligreen@chattooga.k12.ga.us					