



# Coshocton City Schools

1207 Cambridge Road • Coshocton, Ohio 43812  
Phone (740) 622-1901 • Fax (740) 623-5803

**DAVID HIRE, Ed.D.**  
Superintendent

August 27, 2021

Dear Parent or Guardian:

On behalf of the faculty and staff of Coshocton City Schools we would like to welcome you to the 2021-2022 school year!

Our goal is to have our students in face-to-face instruction in our buildings as much as possible this year. We have been busy making the necessary adjustments due to continued and rapidly changing issues associated with COVID-19, and we have been in consultation with the local health department regarding our safety protocols. We ask you for your patience as we work through these issues. You can find our Safe Return to In-Person Instruction Plan on our district website ([www.coshoctoncityschools.com](http://www.coshoctoncityschools.com)) or you can download our Coshocton City Schools App in the App Store or Google Play.

As a reminder, masks are required indoors during school hours. The enforcement of this board policy will begin after Labor Day, on Tuesday, September 7<sup>th</sup>. Also, please keep your child home if they are sick or have a fever. Students must be fever free for 72 hours in order to return to school. Your cooperation will help us keep our schools open this year.

We want to make sure that you are aware of some important pieces of information including (attached):

- School Emergency Procedures
- Student Online Enrollment – Please remember to enroll your student or update the information for a returning student through our new online system, FinalForms at <https://coshocton-oh.finalforms.com/>
  - \*Please email [final.forms@coshoctoncityschools.com](mailto:final.forms@coshoctoncityschools.com) if you did not receive the Welcome Email from FinalForms or need an account.
- National School Lunch and Breakfast Program Information
- What to do if your child has COVID-19 symptoms
- Guidelines for Quarantine from Ohio Department of Health
- Safe Return Information

We look forward to working with you and your child(ren) this year, and hope that you have a rewarding school year!

Sincerely,

Dr. David L. Hire  
Superintendent

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## Mission Statement

Coshocton City Schools, in partnership with family and community, will empower individuals to become literate, respectful, responsible, and independent life-long learners in an ever-changing global society.



# COSHOCTON CITY SCHOOLS

1207 Cambridge Road—Coshocton, Ohio 43812  
Phone (740) 622-1901—Fax (740) 623-5803

## Coshocton City School District Emergency Notification Procedures “Your Student’s Safety is Our Priority”

In the event of an emergency situation, crisis, or serious threat to safety at Coshocton City Schools, parents and/or guardians will be notified via multiple media and social media outlets:

1. Phone Call via our All Call System
  - a. Parents/Guardians must be aware that the phone number(s) listed in **FinalForms** (Student Online Form Submission Platform) is the number(s) that will be notified during the event of an emergency, crisis, or threat to safety.
  - b. To verify that the correct phone number(s) are listed in your student(s) **FinalForms**, please visit <https://coshocton-oh.finalforms.com/> and sign in with your login credentials.
    - i. \*\*Please email [final.forms@coshoctoncityschools.com](mailto:final.forms@coshoctoncityschools.com) if you did not receive a Welcome Email from **FinalForms** or do not already have an account.
2. Text Message
  - a. Parents/Guardians must be aware that the phone number(s) listed in **FinalForms** is the number(s) that will be notified during the event of an emergency, crisis, or threat to safety.
  - b. To verify that the correct phone number(s) are listed in your student(s) **FinalForms**, please visit <https://coshocton-oh.finalforms.com/> and sign in with your login credentials.
    - i. \*\*Please email [final.forms@coshoctoncityschools.com](mailto:final.forms@coshoctoncityschools.com) if you did not receive a Welcome Email from **FinalForms** or do not already have an account.
3. E-Mail
  - a. Parents/Guardians must be aware that the e-mail account(s) listed in **FinalForms** will be the e-mail account(s) that will receive the notification in the event of an emergency situation, crisis, or serious threat to safety.
  - b. To verify that the correct e-mail addresses are listed in your student(s) **FinalForms**, please visit <https://coshocton-oh.finalforms.com/> and sign in with your login credentials.
    - i. \*\*Please email [final.forms@coshoctoncityschools.com](mailto:final.forms@coshoctoncityschools.com) if you did not receive a Welcome Email from **FinalForms** or do not already have an account.
4. District Social Media
  - a. Coshocton City Schools App (download in the App Store or Google Play)
  - b. District Facebook Feed: Coshocton City School District
  - c. District Twitter Feed: @CCS Redskins
  - d. Coshocton High School Facebook: Coshocton High School
  - e. Coshocton Elementary School Facebook: Coshocton Elementary School
  - f. Coshocton High School Twitter Feed: @Skins CHS
5. Coshocton City School District Website: [www.coshoctoncityschools.com](http://www.coshoctoncityschools.com)
6. Public Media
  - a. 99.3 FM WTNS Coshocton
  - b. Coshocton Tribune: [www.coshoctontribune.com](http://www.coshoctontribune.com)

**Coshocton City Schools**  
**Miscellaneous Information**  
**2021-2022**

**CLOSINGS/DISMISSALS**

Inclement weather or emergency situations may force the schools to be cancelled, delayed, or dismissed early. Reports of school closings will be aired on WTNS radio, WHIZ-TV in Zanesville, and on several Columbus stations. Coshocton City Schools also encourage parents/guardians to view our district website ([www.coshoctoncityschools.com](http://www.coshoctoncityschools.com)) for alerts, as well as registering for email and/or text alerts by making sure your information is up to date in **FinalForms** at <https://coshocton-oh.finalforms.com/>. In order to observe an orderly and efficient departure, please observe the broadcast schedule for early dismissals. Each family *must* complete the district's Emergency Notification form for procedures to follow in case of an early dismissal. This is one of the forms completed online through the enrollment process.

We have attached the Emergency Notification Procedures. We request that when you receive an "All Call" phone message from Coshocton City Schools that you do the following:

1. Listen to the entire message. **IF** you were not able to answer the call, please listen to your voicemail to hear the message before you try to call the schools to find out what the message was about.
2. Please **Do Not** call the schools for further information about the message. If you miss a message, you can read it on our Live Feed on our website or app. We will be busy handling the situation and will need to keep our phone lines open. Updated information about the situation will be sent out via email, "All Call", push notifications, text message, news media and our website and app.

**STUDENT ONLINE ENROLLMENT**

If you have not enrolled or re-enrolled your student(s) for the upcoming year, you will need to do so by using our **FinalForms** online system, <https://coshocton-oh.finalforms.com/>.

Parents of *new students* will need to create an account (password and login) to begin using the system. Parents will receive an email from the district when we have reviewed the forms and instructions for the next step. Parents will still need to provide the district with copies of birth certificate, social security card, immunizations, custody papers and gifted or special education records. Parents who do not have a computer or internet at home are welcome to go to either school building office where we have computers available for your use.

Parents of *returning students* to Coshocton City Schools can now login into our NEW Online Forms platform, **FinalForms**: <https://coshocton-oh.finalforms.com/> to update student address and phone number, complete the emergency medical form, the student health history and weather related/emergency dismissal form.

\*Please email [final.forms@coshoctoncityschools.com](mailto:final.forms@coshoctoncityschools.com) if you did not receive the Welcome Email from **FinalForms** or need an account.

If you have questions, please contact Lisa Garrett for the High School at (740) 622-9433 ext. 2004 or Molly Thomas for the Elementary School at (740) 622-5514 ext. 3003



1207 Cambridge Rd. \* Coshocton OH 43812 \* PH: (740) 622-1901 \* FX: (740) 623-5803 \* [www.coshoctoncityschools.com](http://www.coshoctoncityschools.com)

Dear Parent or Guardian:

We are pleased to inform you that Coshocton City Schools will once again be participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2021-2022.

**What does this mean for you and your children attending the school(s) identified above?**

Great news for you and your students! All enrolled students of Coshocton City Schools are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2021-2022 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application. Meals will also be offered for the Coshocton Online Academy (remote learning) students. More information will be provided at the online academy orientation.

Please contact Jennifer Andrews, email [jennifer.andrews@coshoctoncityschools.com](mailto:jennifer.andrews@coshoctoncityschools.com) or phone (740) 623-5804, with any questions.

Sincerely,

Jennifer Andrews

Food Service & Transportation Director

In accordance with Federal Law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in English and other languages.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027), found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

**mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

**fax:** (202) 690-7442; or

**email:** [program.intakc@usda.gov](mailto:program.intakc@usda.gov).

This institution is an equal opportunity provider.  
Revised 4/20

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### Mission Statement

Coshocton City Schools, in partnership with family and community, will empower individuals to become literate, respectful, responsible, and independent life-long learners in an ever-changing global society.





## Face Covering Policy



- All staff, students and visitors are required to wear face coverings indoors during school hours unless they have a medical exemption.
- All staff and students are required to wear face coverings when riding the bus unless they have been granted a medical exemption.
- Students and staff will be provided with periodic mask breaks

## General Preventative Measures



- Practicing Physical Distancing
- Frequent handwashing and sanitizing
- Regular cleaning and disinfecting of classrooms, restrooms, buses, playground facilities
- Protocols and procedures to limit large groups in common areas



Safe Return to In-Person Instruction and Continuity of Services Plan

*For more information and to view the full plan visit our website at:*

**[www.coshoctoncityschools.com](http://www.coshoctoncityschools.com)**

District Office: 740-622-1901

CES Office: 740-622-5514

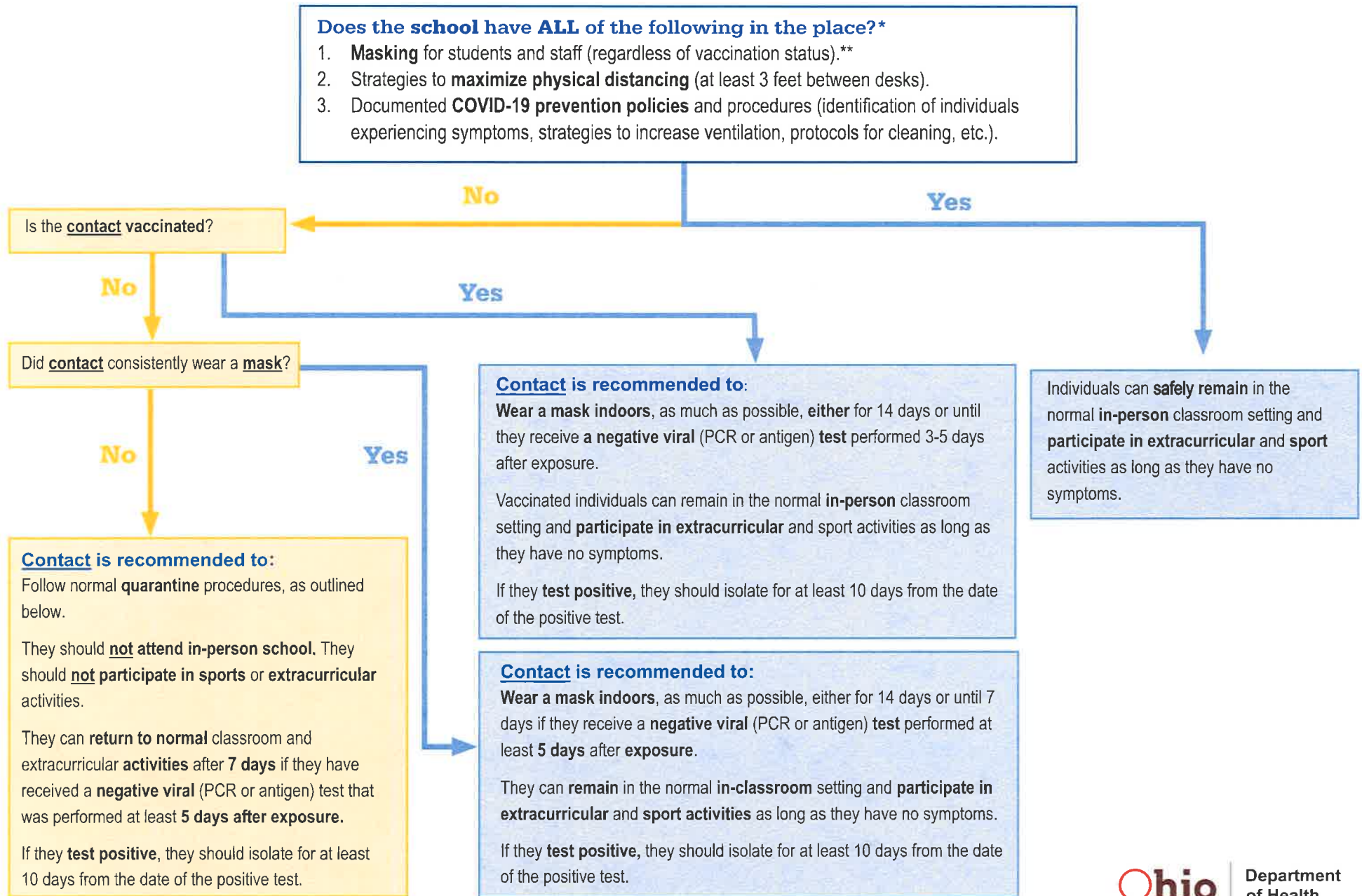
CHS Office: 740-622-9433

We continue to communicate with the local health department and monitor state and federal safety orders.

We are committed to continually adjusting our policies and procedures to comply with all orders and laws that may be put into effect for the safety and well-being of our school community.

## Guidelines for Quarantine After Exposure in K-12 Classroom Settings

This chart can help guide quarantine decisions after a student or adult contact is exposed to someone with COVID-19 in the classroom setting.



\*This flowchart applies only to COVID-19 exposures that occurred within a K-12 classroom setting. It is not applicable to exposure in the community, extracurricular, or sports environment.

\*\*If masking has not been implemented, local health departments (LHDs) may use this workflow if it can be established that the person WITH COVID-19 and individuals within 3 to 6 feet of the infected person were consistently and correctly wearing masks.



# What to do if your child has COVID-19 SYMPTOMS

If your child has any of the following symptoms please keep them home from school until they are **symptom free for 24 hours (or per school policy)**. Please keep them home from school until they are **fever-free for 72 hours** without the use of fever reducing medicines (acetaminophen, ibuprofen etc).

- + Temperature **100.0** degrees Fahrenheit or higher when taken preferably by mouth
- + Sore throat
- + **New uncontrolled cough** that causes difficulty breathing *(for students with chronic allergic/asthmatic cough, a change in their cough from baseline)*
- + Diarrhea, vomiting, or abdominal pain
- + New onset of severe headache, especially with a fever
- + Fatigue
- + Muscle or body aches
- + New loss of taste or smell

## When to seek emergency medical attention

- + Trouble breathing
- + Persistent pain or pressure in the chest
- + New confusion
- + Inability to wake/stay awake
- + Bluish lips or face

*\*The list is not all possible symptoms*

If your child has tested positive for COVID-19, has also had close contact/potential exposure as defined below, **AND** has any of the above symptoms, then please keep the child home from school and contact the CRMC COVID Clinic Hotline for further instructions/advice at **740-623-4019**.

- + Had close contact *(within 6 feet of an infected person for at least 15 minutes)* with a person with confirmed COVID-19 or
- + Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework or
- + Live in areas of high community transmission *(as described in the Community Mitigation Framework)* while the school remains open



**Where Care Matters Most**

406 S. 15th St. Coshocton, OH 43812 | (740) 623-4019