



**Alabama State Department of Education**  
**Academic and Technical Guide for Emergency**  
**End-of-Year School Closures Manual**

**APPENDIX A**

**April 8, 2020**



**2020 ALSDE LEA Academic Continuity Plan Support & Resources**

<https://tinyurl.com/ALSDE-COVID-19-LEA-Plans>

## **SECTION B: INSTRUCTIONAL & ASSESSMENT SUPPORTS**

### **Alabama Department of Early Childhood Education (DECE)**

The Department of Early Childhood (DECE) has developed comprehensive guidance and technical assistance for all Alabama First Class Pre-K program classrooms on developmentally appropriate resources to use for home instruction and distance learning. ADECE is also available to provide technical assistance to pre-K – 3rd grade (P-3) on an as-needed basis when requested.

DECE has developed the following resources to assist educators and families of infants, toddlers, and children up to age 8.

- ✓ [ADECE 2019-2020 Academic Continuity Plan – Home Instruction for Early Learning](#);
- ✓ [ADECE Appendix – 2019 Early Learning Home Instruction Plan](#); and
- ✓ COVID-19 Resources and Updates: [www.children.alabama.gov](http://www.children.alabama.gov) under the COVID 19 Response Tab.

### **Alabama Public Television (APT) Update**

APT has created a Google Folder with resources available to Alabama's educators:

- ✓ Broadcast Schedules (new APT weekday broadcast schedules for *Learn at Home with Alabama Public Television* for the weeks of April 6 and 13);
- ✓ Supplemental Resources to Accompany Weekly Schedules; and
- ✓ Critical Standards (Excel documents that identify PBS Learning Media resources aligned with each critical standard identified by the ALSDE and categorized by grade level and subject area).

The Google folder can be found [here](#).

Each week's schedule will be posted by Tuesday before it begins, and the supplemental resources for each week's broadcast schedule should be posted no later than Thursday prior to the broadcast week.

### **The College Board's Advanced Placement Updates**

All Alabama educators who participate in Advanced Placement received updates that are also posted on the [College Board page](#).

- ✓ Exam dates have been set for May 11 – 22;
- ✓ Makeup test dates will be available for each subject June 1 – 5; and
- ✓ Each subject's exam will be taken on the same day at the same time, worldwide.
- ✓ Additional updates that are posted include a full testing schedule, the exam format, request for assistance with digital needs, and various other related topics.



### English Learner Distance Education Optional Resource: ELLEVATION

With the recent COVID-19 pandemic, ELLevation is providing a free distance learning resource to help districts reach ELs in a distance learning environment. With this resource, teachers will have access to instructional activities that are specifically adapted to enable learning in a variety of environments and languages.

- ✓ It has an example of modeling online learning with ELs and has "Double Vision Video" in both English and Spanish which helps ensure any educational video they are watching can be understood and maximized for its content and language learning.
- ✓ There is a section titled "I Am Monologues" where students discuss their perspectives and thoughts on recent events to process emotions.
- ✓ There are learning targets as well as Before and During activities.

For additional information, visit the ELLEVATION site [here](#).

### Videoconferencing Guidance Updates

- ✓ Do not make meetings or classrooms public. In Zoom, there are two options to make a meeting private: require a meeting password or use the waiting room feature and control the admittance of guests.
- ✓ Do not share a link to a teleconference or classroom on an unrestricted publicly available social media post. Provide the link directly to specific people.
- ✓ Manage screensharing options. In Zoom, change screensharing to "Host Only."
- ✓ Ensure users are using the updated version of remote access/meeting applications. In January 2020, Zoom updated their software. In their security update, the teleconference software provider added passwords by default for meetings and disabled the ability to randomly scan for meetings to join.
- ✓ Lastly, ensure that your organization's telework policy or guide addresses requirements for physical and information security.

Additionally, the Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA) released a notice today about regarding this activity and added the following recommendations as this issue is not specific to Zoom, but rather applies to all video teleconferencing (VTC) software:

- ✓ Consider security requirements when selecting vendors. For example, if end-to-end encryption is necessary, does the vendor offer it?
- ✓ Ensure VTC software is up to date.

References:

[FBI](#)

[US-CERT](#)

[Zoom](#) and 24x7 Security Operations Center/Multi-State Information Sharing and Analysis Center (MS-ISAC)/31 Tech Valley Drive/ East Greenbush, NY 12061/ [SOC@cisecurity.org](mailto:SOC@cisecurity.org)  
[- 1-866-787-4722](tel:1-866-787-4722)



## SECTIONS C & D: FINAL GRADES & LIMITED COURSE SCOPE DELIVERY

### Career and Technical Education (CTE): Areas of Essential Instruction

LEAs should consider the best possible implementation of the CTE courses of study based on the local LEA Academic Continuity Plan. Online, virtual, web-based, or paper-based instruction are encouraged as those opportunities relate to the implementation of the CTE course of study standards. Teachers are encouraged to focus remedial assignments towards standards which cover students' workforce readiness. Areas of importance are safety and employability skills (also referred to as soft skills or essential skills). Standards should focus on mastery of skills needed to meet the local and/or regional workforce needs. Standards that require demonstration of hands-on skills can be replaced with opportunities for students to view video demonstrations or infographics, read text about the topic, etc. and show understanding through a method other than direct observation by the teacher. More information, including cluster-specific areas of essential instruction can be found [here](#).

### Chalkable Grading Configuration

A Quick Reference Guide that provides an overview of the traditional grading options available in InformationNOW and an InformationNOW Grading Checklist can be found [here](#).

Additional guidance will be developed and communicated in the next few weeks to assist school districts with aligning INOW settings to the grading options approved in the 2019-2020 LEA Academic Continuity Guide (Pass/Fail, Updating Average Setup for Graded Items and Grading Periods, etc.)

### Closing Out the School Year with ACCESS Distance Learning Courses

ACCESS Virtual Learning classes will be available until 5:00 pm on Friday, May 29. ACCESS courses will be available to students until this date **if** their local district chooses for them to continue. Depending on the options chosen by the LEA in their Academic Continuity Plan, schools may choose from the following:

- ✓ The option to withdraw-with-grades and have counselors record the grades their students had at that point for the final grade.
- ✓ The option to withdraw-with-grades and have counselors record the grades their students had at that point and then have their students complete additional work as determined by the LEA and average the grade(s) for this work with the iLive grades for a final average.
- ✓ The option to allow students to continue in their ACCESS courses until completion as usual. Final grades will be available in iLive after 5:00 pm on June 2 for counselors to record in iNow.



## SECTION E1: STATE ASSURANCES & INFORMATION

### Alabama Physical Fitness Assessment

Based on the current "State of Emergency" related to the COVID-19 pandemic, Dr. Mackey has used his authority to waive the annual state requirement for all students in grades 2 – 12 to complete the Alabama Physical Fitness Assessment.

### Enrolling Students Beginning April 6, 2020

LEAs **must** continue to follow all state and federal laws regarding enrollment and withdrawal of students; however, local procedures may need to be revised to align with provisions and directives included in Governor Kay Ivey's Alabama State of Emergency declaration and orders issued by ADPH. For example, if you have a current senior who enrolled any time from mid-March on, considerations for their "graduation status" in the state from which they were enrolled must be considered. A copy of the Alabama Attendance Manual can be found [here](#).

- ✓ *Equitable Access and Rights of Students to Enroll:* Federal law stipulates that all children in the United States are entitled equitable access to a public elementary and secondary education **regardless** of their actual or perceived race, color, national origin, citizenship, immigration status, or the status of their parents/guardians. Schools must ensure that students are not barred from enrolling in public schools at the elementary and secondary level based on their own citizenship or immigration status, or that of their parents or guardians. This includes providing students with limited or interrupted formal education access to instruction that is age and grade appropriate. Inquiring about a student's immigration or citizenship status is unnecessary to providing students with public education and may have a chilling or discouraging effect on student enrollment. The Department holds that traditional public and community schools may not inquire and require information on the immigration or citizenship status of a student or parent. Parents and guardians must be informed, in language that is understandable, that providing such information is optional and does not change the right to enroll in school. This applies to registration processes that families complete online and to processes that occur in person.
- ✓ *Resources from the U.S. Department of Education:* [Fact Sheet: Information on the Rights of All Children to Enroll in School](#) & [Los Derechos de Todos los Niños a Matricularse en la Escuela \(Spanish\)](#)

### Summer Conferences & Professional Learning Events

The ALSDE is working with other state organizations to determine what and how conferences and professional learning sessions may be available this summer. As of April 6, 2020, the following events are being  canceled:

- ✓ Alabama Educators Technology Conference (AETC) scheduled June 17 -19, 2020; and
- ✓ MEGA Conference scheduled July 13 – 17, 2020 (ALSDE memorandum will be forthcoming).



## **SECTION E2: FEDERAL ASSURANCES & INFORMATION**

### **COVID Fiscal Waiver Opportunities Pursuant of CARES Act**

On Monday, April 6, 2020, the ALSDE submitted a waiver to the USDOE for the following:

- ✓ Section 1127(b) of Title I, Part A of the ESEA so that your State educational agency (SEA) may waive, more than once every three years, if necessary, the 15 percent carryover limitation in ESEA section 1127(a) for fiscal year (FY) 2019 Title I, Part A funds.
- ✓ Section 421(b) of the *General Education Provisions Act* (GEPA) to extend the period of availability of FY 2018 funds for programs in which your SEA participates under its approved consolidated State plan until September 30, 2021.
- ✓ Section 4106(d) of Title IV, Part A of the ESEA related to local educational agency (LEA) needs assessments for the 2019-2020 school year.
- ✓ Section 4106(e)(2)(C), (D), and (E) of Title IV, Part A of the ESEA with respect to content-area spending requirements for FYs 2018 and 2019 Title IV, Part A funds.
- ✓ Section 4109(b) of Title IV, Part A of the ESEA with respect to the spending limitation for technology infrastructure for FYs 2018 and 2019 Title IV, Part A funds.
- ✓ Section 8101(42) of the ESEA, which defines "professional development," for activities funded for the 2019-2020 school year.

Through these waivers, the ALSDE would have additional flexibility to approve the following:

- ✓ LEA carryover of more than 15 percent of its Title I, Part A funds, even if the LEA had received approval to exceed this limitation in the past three years;
- ✓ Extension for both the state and its subgrantees the period of availability of FY 2018 funds for programs included in your consolidated State plan to allow additional time to obligate those funds;
- ✓ Allow LEA or consortium of LEAs to use its Title IV, Part A funds to best meet its needs without regard to content-area spending requirements, spending limits on technology infrastructure, or completing a needs assessment; and
- ✓ Waive federal definition of professional development, which would allow for the state and its subgrantees would be able to conduct time-sensitive, one-time or stand-alone professional development focused on supporting your educators to provide effective distance learning.

Additional information and guidance will be provided as it becomes available. If you have immediate questions, please contact Angela Martin at [amartin@alsde.edu](mailto:amartin@alsde.edu).



## **SECTION F: ADDITIONAL GUIDANCE & OTHER CONSIDERATIONS**

### **Cleaning/Safety Guidance for Instructional Materials**

The information below includes recommendations for cleaning/safety of instructional materials, including instructional packets, library books, textbooks, etc. The Northeast Document Conservation Center (NEDCC) recommends the following:

- ✓ A 72-hour quarantine of circulating collection items as the safest and most effective way to disinfect them after handling by staff and patrons.
- ✓ Recent studies show that COVID-19 persists on cardboard surfaces for 24 hours and on plastic surfaces for up to 72 hours.
- ✓ The use of liquid disinfectants is harmful to library and archives materials and is **not recommended**.
- ✓ Northeast Document Conservation Center. 2020. "[Handling Library Materials and Collections During a Pandemic.](#)" Accessed March 31, 2020.
- ✓ New England Journal of Medicine. 2020. "[Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1.](#)" Accessed March 31, 2020.
- ✓ American Library Association. 2020. "[Pandemic Preparedness Resources for Librarians.](#)" Accessed March 31, 2020.

### **Local Public Libraries with Wi-Fi Availability**

A list of local public libraries with Wi-Fi accessibility can be found [here](#).