



**Alabama State Department of Education**  
**Academic and Technical Guide for Emergency**  
**End-of-Year School Closures Manual**  
**APPENDIX A – Updates through April 8, 2020**  
**APPENDIX B – Updates through April 16, 2020**

April 16, 2020



2020 ALSDE LEA Academic Continuity Plan Support & Resources  
<https://tinyurl.com/ALSDE-COVID-19-LEA-Plans>

## **APPENDIX A-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, located [here](#), contains resources for 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).

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.

2020 ALSDE LEA Academic Continuity Plan Support & Resources  
<https://tinyurl.com/ALSDE-COVID-19-LEA-Plans>  
**Additional guidance may be included in appendices posted to [ALSDE COVID-19](#).**



### 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)



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

### **Alabama Public Television Weekly Schedules and Resources**

Weekly updates can be found [here](#)

### **Dual Enrollment**

The [Memorandum from Alabama Community College System](#) provides details regarding the waiver granted for reenrollment for students who did not complete the term due to COVID-19. For additional questions, contact ACCS or Mr. Sean Stevens at [sstevens@alsde.edu](mailto:sstevens@alsde.edu) at the ALSDE.

### **English Learner Remote Learning Resources**

AMSTI has worked diligently to provide a remote learning center for both EL students and parents. The remote learning resources for Spanish speaking students are accessible by visiting <https://www.amsti.org/spanish-resources>.

### **Fitness Fridays**

The ALSDE is excited to begin spotlighting districts and schools across the state who are modeling the importance of physical activity during this challenging time. Beginning this week, the ALSDE is starting a new social media campaign to remind students and parents to stay active during this challenging time, while maintaining social distancing protocol. If your school would like to be featured on **Fitness Fridays**, please email links to your videos to [anna.morris@alsde.edu](mailto:anna.morris@alsde.edu).

### **Student Assessment Resources**

The following resources have been compiled by Student Assessment staff for instructional purposes and are not exclusive to Alabama:  
<https://drive.google.com/file/d/1Lw6-ZbF9SO98z304VseyBpLqxO1mfBO0/view?usp=sharing>.

The link above provides access to various resources including those from other states including the following:

- ✓ Accessibility Supports and Accommodations;
- ✓ ELL Resources;
- ✓ NAEP Resources;
- ✓ ACAP Summative Resources;
- ✓ ACT Resources;
- ✓ ACAP Alternate and Students with Significant Cognitive Disabilities;
- ✓ Scantron;
- ✓ APT;
- ✓ AMSTI; and
- ✓ Other accessible resources.



## **APPENDIX A-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](#).

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

ACCESS Virtual Learning classes will be available until 5:00 pm 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.

## **APPENDIX B-SECTIONS C & D: FINAL GRADES & LIMITED COURSE SCOPE DELIVERY**

The ALSDE will provide additional guidance on INOW configuration to the alignment of the LEA Academic Continuity Plan Grading Options in early-May.



## **APPENDIX A-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.



## APPENDIX B-SECTION E1: STATE ASSURANCES & INFORMATION

### Summer Conference & Professional Development Event Updates

- ✓ **AMSTI OGAP Training:** Face-to-face summer trainings will be canceled. A catalog of virtual professional learning opportunities will be forthcoming. Please contact Sandy Ledwell via email at [sledwell@alsde.edu](mailto:sledwell@alsde.edu) with specific requests.
- ✓ **A+ College Ready E3 Trainings:** The ALSDE sponsored A+ College Ready E3 mathematics training for Math 7/Accelerated Math 7, Geometry with Data Analysis, and Algebra I with Probability, as well as the ALSDE sponsored A+ College Ready computer science training for Computer Science Discoveries, AP Computer Science Principles, and AP Computer Science A will STILL be offered this summer in a VIRTUAL format. The mathematics training sessions prepare teachers to implement these courses, which are found in the new *2019 Alabama Course of Study: Mathematics*. The computer science training sessions prepare teachers to teach these courses AND meet credentialing requirements when applying for computer science course-specific permit(s). No additional action is required for teachers already registered. Teachers who are already registered will be notified by A+ College Ready of the transition from face-to-face to virtual professional learning. All other Alabama teachers who wish to attend any of these trainings may register via the A+ College Ready website, [www.aplusala.org/college-ready/events](http://www.aplusala.org/college-ready/events). In addition, A+ College Ready will offer Year 1 (Virtual) training for every course they support this summer. See the list of offered courses [HERE](#). Teachers may register for any of these training events at the link above. Registration fees may apply to courses other than the ALSDE sponsored mathematics and computer science courses.
- ✓ **Regional Inservice Centers (RICs):** With several universities extending their closures for face-to-face summer classes, ALSDE has canceled all summer face-to-face, in-person professional development at ALL RICs. RICs have been encouraged to provide virtual training opportunities if they have the capacity, both ALSDE-hosted (Examples: ARI & AMSTI) and LEA-hosted virtual training sessions. The health, safety, and well-being of all summer training attendees remains our highest priority. If you have additional questions, contact Dr. Jeff Langham via email at [jlangham@alsde.edu](mailto:jlangham@alsde.edu).



## **APPENDIX A-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).



## APPENDIX B-SECTION E2: FEDERAL ASSURANCES & INFORMATION

### The CARES Act

- ✓ **The CARES Act:** States to Receive Education Relief Overview can be accessed [here](#). As the ALSDE receives additional information, we will provide LEAs with updates.
- ✓ **CARES Act Public Survey:** ALSDE is conducting a public survey to get input on how CARES Fund dollars should be distributed. To complete the survey, please click [here](#).

### Use of Education Grant Funds

The U.S. Department of Education has released a short set of FAQs in a Fact Sheet on *Select Questions Related to Use of Department of Education Grant Funds* with three frequently asked questions related to the use of grant funds from the U.S. Department of Education during the novel Coronavirus Disease 2019 (COVID-19) with respect to compensation, travel, and conference costs. The document is available here: <https://www2.ed.gov/documents/coronavirus/factsheet-fiscal-questions.pdf>.

## APPENDIX A-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](#).



## APPENDIX B-SECTION F: ADDITIONAL GUIDANCE & OTHER CONSIDERATIONS

### Alabama Trust Fund Resources and Helpful Links

- ✓ **Alabama Department of Public Health COVID-19 Testing Hotline: 1-888-264-2256**
- ✓ **Latest State Guidance on COVID-19:**  
<https://www.alabamapublichealth.gov/infectiousdiseases/2019-coronavirus.html>
- ✓ **Governor Office's comprehensive guide for COVID-19 Resources:**  
[Altogetheralabama.org](http://Altogetheralabama.org)
- ✓ **COVID-19 Information Hub:** <https://covid19.alabama.gov/>
- ✓ **Information on the CARES Act and Filing for Unemployment:**  
<https://labor.alabama.gov/COVID/CARES%20Act%20FAQ.pdf>
- ✓ **The Parenting Assistance Line (PAL):** a free service available to anyone who wants information and support in becoming a more confident parent or caregiver. Call or text 866-962-3030. <https://Pal.ua.edu>
- ✓ **CWLA:** Tips for preparing information and creating partnerships:  
<https://www.cwla.org/wp-content/uploads/2020/03/CWLA-COVID-19-Tip-Guide.pdf>
- ✓ **Child Trends:** Utilizing telehealth during the COVID-19 pandemic to help connect home visiting services to families: <https://mailchi.mp/999356a38426/during-the-covid-19-pandemic-telehealth-can-help-connect-home-visiting-services-to-families?e=c46bbf3bac>
- ✓ **ARCH:** Identifying resources for respite and family caregiver organizations:  
<https://archrespite.org/Covid-19-Respite-Resources>

### #ALtogether Website

Governor Kay Ivey, in partnership with Yext, announced a new search engine tool has been added to [altogetheralabama.org](http://altogetheralabama.org), the state's official guide to COVID-19 relief efforts. The new resource provides Alabamians with access to accurate information and answers to their COVID-19 questions. In addition, the website also features a symptom tracker created by professionals at UAB.

### Guidance for Delivering and/or Receiving Educational Materials

Everyone should be strictly adhering to the CDC's recommended social distancing [guidelines](#) to limit the spread of COVID-19. Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19, and methods used to deliver or receive materials in your district must include physical distancing and other recommended steps to limit the spread of COVID.

### Using Cloth Face Coverings to Help Slow Spread

- ✓ **CDC Guidance:** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- ✓ **Surgeon General Guidance:** Surgeon General Dr. Jerome Adams shares ways to create your own face mask covering in this [video](#).



### Programs to Inform and Support Families

- ✓ **Prevent Child Abuse America:** Tips for staying connected can be found at <https://preventchildabuse.org/coronavirus-resources/>
- ✓ **The Child Mind Institute:** Suggestions on talking with children about COVID-19 can be found at <https://childmind.org/article/talking-to-kids-about-the-coronavirus/>.
- ✓ **SAMHSA:** Guidance on talking with children about infectious disease resources are located at [https://store.samhsa.gov/product/Talking-With-Children-Tips-for-Caregivers-Parents-and-Teachers-During-Infectious-Disease-Outbreaks/PEP20-01-01-006?referer=from\\_search\\_result](https://store.samhsa.gov/product/Talking-With-Children-Tips-for-Caregivers-Parents-and-Teachers-During-Infectious-Disease-Outbreaks/PEP20-01-01-006?referer=from_search_result)
- ✓ **Zero to Three:** These resources offer tips for families including age-appropriate responses to common questions, a guide to self-care, and activities for young children experiencing social distancing.
- ✓ <https://www.zerotothree.org/resources/3210-tips-for-families-coronavirus>
- ✓ **Be Strong Families:** Resources to stay strong and positive based on each of the protective factors are found at <https://www.beststrongfamilies.org/covid-19-support>
- ✓ **CDC Guidelines and resources:** <https://www.cdc.gov/coronavirus/2019-ncov/>  
[https://www.whitehouse.gov/wpcontent/uploads/2020/03/03.16.20\\_coronavirus-guidance\\_8.5x11\\_315PM.pdf](https://www.whitehouse.gov/wpcontent/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf)
- ✓ **Administration for Children & Families Bureau resources:**  
<https://www.acf.hhs.gov/coronavirus>

### Special Education Services Resources

- ✓ CASE continually updates its "all-in-one-place" resource document: [www.bit.ly/CASE-COVID19](http://www.bit.ly/CASE-COVID19) on their website [www.casecec.org](http://www.casecec.org)
- ✓ April 8, 2020, CLAS Webinar COVID-19 Considerations for Special Educators Presentation ([Link to Recording](#))