

JEFCOED Reopening Schools Plan 2021-2022 School Year



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Instructional Scenarios Traditional

Traditional school will be a face-to-face school model. A combination of technology integration support and face-to-face classroom methods will be provided in all classrooms in an on-campus setting. Students will report to their designated school five days each week on a regular school schedule and be taught by JEFCEOED teachers.

Virtual School (Kindergarten - 12th grade option)

The Jefferson County Virtual Academy of Learning (JCVAL) is provided for students seeking a non-traditional pathway for their K-12 school experience. Students who attend virtual school can expect 100% of their instruction to take place online. Learning activities are planned, facilitated, and assessed by virtual school teachers via Edmentum, an outside vendor. Virtual school is considered an alternative to traditional school environments. Students who are zoned to attend a JEFCEOED school may participate in extracurricular activities at the school they are zoned to attend.

Parents choose traditional or virtual school as they complete the online registration process. The first semester deadline is August 1st for the 2021-2022 school year. A second application window will be created for the second semester. Notification will be communicated to all parents once the application window opens for semester two.

Wellness Procedures

Social Distancing

- Teachers, staff, students, and visitors should keep a social distance of at least 6 feet in all areas of the school when possible.
- Students and staff will respect personal space in all school areas and activities.
- Visitors will be allowed on a pre-approved basis for scheduled activities that make allowances for respect of personal space.

Cleaning and Hygiene

- All school areas will be cleaned and disinfected daily.
- Cleaning schedules will be adjusted to clean and disinfect common areas on a more frequent basis.
- Hand washing and respiratory etiquette will be reinforced daily with students and staff.
- The use of face masks will be recommended for all students and staff but will not be mandated.

Transportation

- Students will sit in assigned seats.
- All buses will be cleaned and disinfected after morning and afternoon runs. This includes bus seats.
- Masks must be worn on buses by all staff and students.

Child Nutrition

- Rotations and schedules will be used to provide greater personal space for students during meal service times.
- Staff members will work in assigned groups to promote social distancing and minimize potential transmission.
- Contact surfaces will be sanitized between meal service times.

Health Services

- Students, teachers, and staff who have symptoms of infectious illness should stay home and be referred to their health care provider for testing and care.
- Students will follow the Exclusion and Readmission Criteria for Communicable Disease in Schools and Childcare Centers as set forth by the ADPH or without a defined illness the exclusion policy as set forth in the Student & Parent Handbook 2021-2022.
- School nurses will report suspected and diagnosed COVID-19 cases, just as they are required to report other communicable diseases in the school environment.

Central Office - Essential Steps - Executive Functions

Finance

- We will plan for essential functions to be completed if employees must be out due to COVID related reasons. We have addressed gaps in cross-training so that the business of the district is able to continue without interruption.

Human Resources

- Interviews / Employee Meetings may be held through Webex if conditions arise for it to become more safe or efficient to conduct these meetings in this manner.
- Essential functions will be completed if employees must be out due to COVID related reasons. We have addressed gaps in cross-training so that the business of the district is able to continue without interruption.

Public Information

- We will be strategic, precise, and direct in how we release information.
- District-wide information will be released by the superintendent.
- We will work with key departments to help develop communication plans. This includes crafting messages, as well as producing content and visual aids to clearly explain essential information.
- We will use a variety of platforms to communicate with all stakeholders. This includes, but is not limited to, traditional media, Blackboard, our district website, and social media channels.
- We will work with the ESL department to translate communications

Central Office - Essential Steps - General Operations

Athletics/Extracurricular/Physical Education

- We will follow all AHSAA guidelines. [The latest guidelines are linked here.](#)
- Bus travel will be provided for athletes based on AHSAA guidelines and district decisions.
- We will promote cashless tickets/online tickets if possible. Any online process used for payment must be pre-approved by the CSFO and the superintendent.
- Local schools must define procedures for physical education which ensure respect of personal space and additional cleanliness.
- Procedures for all physical activity must be included. Ex: recess
- We will rotate use of equipment to provide for cleaning between classes or consider activities that limit interaction with equipment.
- We will consider schedules which provide flexibility with groupings.

- Traditional school students may participate in athletic activities. Virtual school students may participate in athletics if they are zoned to attend a JEFCEOED school only at their zoned school.

Child Nutrition

- Breakfast meals will be a grab and go and will be served in the cafeteria and/or an area easily accessible to students to allow for maximum use of personal space as designated by the local school principal.
- Breakfast and lunch meals will be served in the cafeteria or another area as designated by the local school administrator to allow greater personal space between students.
- All CNP staff members will be required to wash their hands, wear clean uniforms, and respect personal space. Face masks may be worn as an option if desired.

Maintenance Operations

- We will replace filters and clean HVAC evaporator coils quarterly.
- We will provide custodian training (181) during PD/Workdays.
- We will provide assistance at local schools regarding portable walls, nursing areas, etc. as needed.
- We will ensure sinks and hand-sanitizing stations are available for frequent hand washing and sanitizing.
- We will coordinate the purchase of additional cleaning supplies as needed.
- Students may fill personal water bottles with water fountains.
- Open top trash cans should be used to ensure no touch options for trash disposal.
- Schools will implement procedures for personal space consideration for emergency drills. Ex: Lockdowns, Fire Drills, Intruder Drill, Tornado Drill, etc.
- Schools will implement a plan that incorporates no contact as much as possible for vendors and deliveries such as mail, UPS, Fedex, etc.

Technology

- Booktracks by Atrium will be used to inventory all technology devices. Ongoing training and support will be provided for designated COB department contact and the media specialist at each school site.
- Students in all grades will be provided with a chromebook for integration with traditional learning in a model based on the district's Digital Device Policy. Devices will be checked out to students at the beginning of the 21-22 school year.
- Students attending virtual school that are zoned to attend a Jefferson County School will be provided with a device for checkout.
- The technology department will coordinate Schoology professional development (Learning Management System [LMS]) to facilitate technology engagement in the traditional school model using a train the trainer model and Schoology coursework.
- We will provide Classlink Single Sign On (SSO) access for all teachers and students to streamline access of learning content to facilitate engagement with technology to support instruction.
- We will provide training for district leaders, curriculum department specialists, and ETeam Leaders relating to Cisco Webex, ClassLink, and Schoology to continue to build

capacity to facilitate turn around training for all teachers and administrators.

- We will continue to streamline digital resources across the district through collaboration with district directors to simplify digital learning tools in order to provide focus and consistency.
- We will provide online tutorials/training for parents for assistance with digital platforms that support traditional instruction.
- We will promote standards related to digital learning support to include ongoing professional development throughout the school year using a train the trainer model for all teachers. (Alabama Digital Literacy and Computer Science Standards , ISTE Standards for Educators)

Transportation Operations

- The seat behind the driver must remain empty with no students.
- Drivers will complete cleaning on the bus for AM and PM routes including bus seats.
- A seating chart for all routes will be required.

Central Office - Essential Steps - Teaching and Learning

Arts Education

- Teachers may use carts to provide instruction to students to limit the frequency of cleaning in the classroom.
- Teachers will coordinate handwashing and other sanitation practices with content teachers.
- It is suggested that artwork should be left in the classroom rather than be transported back and forth by the teacher.
- Teachers will be provided guidance on limiting media within lessons, using a staggered product schedule, and protocols for cleaning digital art supplies between students.
- Art supplies should not be shared between students unless there is time to disinfect between classes.
- Schedule flexibility may be considered by administrators in order to reduce the number of students in the classroom for maximum use of personal space.
- The focus on instrumental music during the school day will be on ensembles as opposed to large band play.
- Marching band practice will take place outside as weather permits.
- Instruments and materials that must be shared will be properly sanitized.

Career Technical Education

- Additional funding for technology for teacher devices has been budgeted and purchased.
- A plan for the best use of personal space has been developed and will be followed for computer labs, kitchens, and nursing labs. These will be reviewed with appropriate teachers.

Curriculum and Instruction

Administrators and Teachers:

- Director will train all administrators and teachers on AL-MTSS in an effort to meet the needs of all students.

- Department specialists and coaches will be trained in all new assessments and screeners early.
- Administrators will be trained in the new assessments/screeners August 2021.
- New Teachers will be trained in assessments and screeners.
- Specialists have current pacing guides available in the drive.
- All administrators will be provided information on the Alabama Literacy Act.
- Guidelines for the Literacy Act will be detailed out for administrators.
- Administrators will turn around Literacy Act information to teachers and parents to get them familiar with the requirements and timelines.

Students in Grades K-12:

ALL students will be given screeners and assessments to determine academic levels.

Screeners/Assessments:

- Early Reading Assessments with Alabama Literacy Act
- mClass (Kindergarten-1st grade) Literacy Act
- i-Ready (Kindergarten -12th grade) Reading
- i-Ready (Kindergarten-12th grade) Math
- ACAP Summative
- ACAP Alternate (old AAA) is administered in grades 2-3, 4-8, 10, and 11.
 - *See Alabama Student Assessment Program Decision Chart.
- NNAT3 Universal Screener (2nd Grade Child Find Process)
- ACCESS for ELLs
- Assessing Reading: Multiple Measures (K-5)
- iReady Diagnostic to chart ILP (Individual Learning Plan) K-12
- AlaKIDS Alabama Kindergarten Inventory of Developing Skills

Secondary Assessments:

- Alabama Civics Test-12th grade only (October) 0 Pre-ACT
- ACT
- Work Keys
- ACCESS for ELLs
- ACAP
- AP and IB Assessments
- PSAT
- CTE Industry Credentials
- Qualitative Reading Inventory (QRI)

Data Analysis

- School data teams (including the administrator) will review data and determine academic, social and emotional next steps for students.
- Teams will determine and set up a process for progress monitoring based on assessments.
- Teams will progress monitor special populations.
- Teachers will communicate the results of screeners to parents.

- Teachers will create and establish learning plans in iReady.
- Teachers will instruct and train students in i-Ready.
- Teachers will provide parents with the plan and set a follow up meeting date.
- Teachers will provide parents with at home reading plan/activities to help the student at home (K-3) for enrichment.
- Teachers will engage and collaborate with other teachers on best practices.
- Teachers will provide a focused website resource where parents can locate information and ask questions via the learning management system (Schoology).
- Teachers will use varied and creative ideas to motivate and engage parents in the learning scenarios and process.

Scheduling:

- Assignments will be posted at the beginning of each week.
- Inclusion teachers' schedules should reflect services that are being provided in the inclusion setting as well as in the small group settings.
- Each grade level can be creative as to how they will schedule daily activities/assignments for content areas.
- General ed teachers, ex ed teachers, and related services providers should collaborate when determining a student's schedule.

Attendance:

- Schools will follow the Jefferson County Attendance Coding Guidelines from Student Services and attendance guidelines from the Alabama State Department of Education.

Grading & Feedback:

- Report cards and grading will follow a traditional model using JEFCEOED grading parameters.
- Grades will be taken for assignments and assessments.
- Ensure grades and feedback are used to support learning.
- Teachers will utilize ongoing, formative assessments to evaluate student progress and learning.
- Clear timelines will be set for assignment/project completion.
- Feedback will be provided to students and families that is specific and actionable to promote growth and learning.
- Teachers will utilize modified and/or differentiated rubrics to support the needs of all learners.
- Teachers will utilize feedback to support the mastery of essential skills and content.
- Teachers will differentiate feedback based upon student circumstances/needs.
- Teachers will continue current grading practices.
- Teachers will update grades weekly so staff/team can discuss ways to support struggling students.
- Teachers will assign manageable workloads.
- Teachers will represent varying levels of DOK in assignments.

Collaborative Grading (IEP/Accommodations):

- Exceptional Education teachers will collaborate with General Education teachers

regarding grading for Exceptional Education students.

- Teachers must ensure IEP accommodations and/or modifications are implemented.
- (I-ELP/accommodations) ESL will collaborate with general education teachers regarding grading for English learners.
- Exceptional Education progress reports will accompany report cards each nine weeks.

Section 504

- The 504 Specialist will train all administrators and 504 Designees on Section 504 Guidelines and Compliance in an effort to meet the needs of all students.
- The 504 Specialist will provide support throughout the school year as needed to maintain compliance and to ensure that all students are receiving FAPE.
- Teachers will continue to provide 504 accommodations and services for students on a consistent basis.
- The 504 Team should convene a meeting to evaluate the need to revise the Section 504 plan (if needed) to include services, aids, supports, and accommodations needed in order for the students to be provided FAPE.
- Teachers will continue to monitor the student's progress in a course and communicate with parents and the 504 designee regarding concerns.

ESL

- The ESL Office will work with each school to establish an ELL Committee to ensure all English learners are identified, screened and placed in the ESL program according to federal guidelines.
- Training will be provided for ESL staff (including those based at COB) on all instructional delivery platforms (Edmentum, Schoology, etc.)
- The ESL Office will coordinate with the Director of Counseling and Assessments to train staff to schedule and administer the WIDA Screener and ACCESS for ELLs 2.0 for identified students in accordance with state and federal guidelines.
- Supports will be provided for vulnerable populations - ESL Newcomers, homeless ELs, immigrant students, migrant populations, etc.
- Training for local schools (teachers/admin) on JEFCEOED ESL policies and procedures will be provided.
- Training for local schools (teachers/admin) on ELlevation (platform for ESL paperwork-I-ELPs) will be provided.
- Translation (interpretation) personnel and resources will be made available to all district employees to assist in communicating with students and families in a language and format they understand.
- The ESL Staff will offer a Bilingual Parent Academy that will provide Spanish-speaking families access to a variety of learning opportunities related to JEFCEOED's K-12 pathways.

Exceptional Education

- IEP committees will support all requirements in the IEP.
- Student IEP revision will occur to facilitate digital accommodations to match services accordingly for students that qualify for virtual school.
- The department will support collaboration between special education and general

education teachers to review assessment data and provide responsive interventions and inform design of accommodations.

- The department will provide multiple specialized instructional resources for use in any format.
- Resources will focus on academic areas to include reading support, math support, expressive and written language support, and behavior.
- Related services will be provided such as speech therapy, occupational therapy, and physical therapy.
- Face masks will be provided to special education teachers providing individualized instructional support in an environment that reduces personal space between staff and students. Masks will not be mandatory.

Federal Programs:

- Staff Members will support schools by making visits, placing telephone calls, sending emails, and/or attending virtual meetings.
- Required meetings - The size of the group will be considered when deciding how to conduct meetings. Meetings may occur in person or virtually and may be offered several times and/or recorded. If held in person, district guidelines will be followed.
- Title I required documentation (evidence box) exists in a virtual platform and staff members may assist schools face-to-face or virtually with documents.
- JBS Mental Health therapists and case workers will work with students, families, and teachers in Title I schools.
- Homeless - We will identify students who are displaced and provide necessary resources to include supplies, clothing, etc. We will keep a check on these students to be sure all barriers to learning are being removed.
- OSR Pre-K
 - JEFCEOED will provide in-person instruction (Traditional School) for all First Class Pre-K students while taking into consideration health and safety guidelines.
 - Pre-K will follow JEFCEOED guidelines for lunchroom use.
 - Pre-K - Screenings will include vision, dental, hearing, and physical screenings.
 - JEFCEOED employees will conduct the hearing and physical screenings while outside agencies will follow district guidelines and conduct the dental and vision screenings.

Professional Learning:

- Funding and/or training will continue to be provided to support professional learning for teachers, faculty, staff and school leaders in focused and essential areas.
- Specific focus will relate to technology integration to support traditional learning, Schoology, JEFCEOED approved digital tools, and webex meetings and training.
- Curriculum Specialists will conduct PD relating to technology support in a traditional learning environment.
- Other areas of focus include:
 - Differentiated learning, innovative instruction, and student engagement
 - Rtl, Assessment, and Scheduling
 - Social and emotional learning
 - Collaboration and communication

- Health, wellness, and safety protocols
- Leadership academy for administrators
- Lead mentor support

School Counseling and Student Support Services

- Social and emotional screeners will be utilized to identify students in need of additional support services.
- Weekly classroom guidance lessons will address skills necessary for students to be successful in school.
- Individual and small group counseling services will be available for students in need of additional support.
- Crisis intervention services will be provided as needed.
- Academic advisory conferences will be held with students to discuss academic progress.
- School counselors will assist students with post-secondary planning, including help with scholarships and financial aid.
- The following services will be available to parents and students through the JEFCEOED CARES program:
 - Mental health evaluations
 - Case management
 - Substance abuse evaluations
 - Crisis intervention
 - Risk assessments
 - Consultation and referral
- Members of the CARES Team will conduct home visits and provide intervention services for students identified as chronically absent.

Central Office - Essential Steps - School and Community Support

Community Education

- Procedures for students will promote maximum use of personal space.
- Parents will be provided with sign in options that promote personal space with staff and students.
- There will be additional cleaning of all student materials after each before school and after school care session.

Health Services

- Administrators and nurses will designate an isolation area for symptomatic students to await pickup based on school layout. If the health room area is large enough, it can be partitioned to provide a separate area for isolation. If the health room size does not allow for partitioning, an isolation area will be provided in another area of the school that provides student supervision by another staff member.
- Nurses will prioritize triage based on the symptoms students display relating to COVID-19.
- Nurses will have masks available for symptomatic students and relocate them to the designated isolation area.
- The nurse or designated office personnel will contact the parent /guardian to pick up the student if symptoms require pickup.
- A designated "well" area will be provided in the health room where students coming for

scheduled medication/procedures are not in direct contact with students who may be sick. Students should be respectful of personal space while waiting for medication. Nurses may use floor markings to provide guidance for spacing.

- Nurses must wear appropriate personal protective equipment (PPE) when caring for symptomatic students. These include masks, face shields, gloves, gowns, etc.
- The designated JEFCEOED point of contact for reporting COVID-19 cases to the Jefferson County Department of Health is Kristen Hefner. School nurses should contact Ms. Hefner prior to following procedures and notifying the JCDH directly with positive COVID-19 cases.
- Local school principals must be mindful of the impact and time involved to provide requested information to the JCDH for the report of positive cases through the JEFCEOED point of contact.
- If a student or staff member tests positive for COVID-19, they should follow current public health guidelines regarding isolation. [ADPH School K-12 guidance](#)
- If a student or staff member has a direct exposure then the individual should follow current public health guidelines regarding quarantine. [ADPH School K-12 guidance](#)
- Students should complete the required isolation period if COVID-19 positive and be fever free (less than 100 degrees Fahrenheit) without the use of fever-reducing medication for 24 hours before returning to school per ADPH and CDC guidelines.
- School nurses will train individual classroom teachers and physical education teachers for Inhaler Only Delegation so that they can administer scheduled inhalers before PE/activity in order to eliminate exposure of asthma students to infectious students if needed.
- Medication training will be provided to additional resource staff, such as librarian, reading coach, interventionist, counselor, etc. that may assist with daily medications as needed.
- Educate teachers/staff on guidelines for sending students to the health room. (Ex: Soiled clothing or loose teeth should NOT be addressed by the nurse.) Bandages should be kept in each classroom to cover minor cuts. Extra clothing should be stored in a location other than the health room.
- Provide required staff training such as OSHA, Diabetic tier I, Anaphylaxis, PPEL, etc. virtually for all staff. A training video will be utilized for these sessions.
- Address the needs of schools without a full-time nurse.
- Ensure that posters and signs regarding hand-washing and preventing illness are posted in the health room. Administrators should ensure posting throughout the building.
- Students will use hand sanitizer upon entering and exiting the health room. (scrub in & scrub out)
- Procedures for “when students and employees should remain off campus” will be communicated based on current ADPH guidelines.
 - [Written copy link](#)
 - [Infographic](#)
- Follow all ADPH and JCDH guidelines, which could redefine the aforementioned essential steps.

Student Services

- All registration and 2nd party certification for the 2021-2022 school year will be online.
- Hearings will continue as usual. Google forms will be used for disposition, which will be emailed to the parent and a paper copy will be provided.
- Participation in regular education hearings will be limited to one parent, the student, hearing officer, and one school administrator.
- Attendance will continue to be taken with training for administrators and attendance secretaries for marking attendance based on absence codes from the ALSDE.
- Student Services supervisors will make home visits with CARES team specialists and will observe all safety protocols.
- Field trips will be approved/denied based on the superintendent's parameters.
- Releases and transfer applications will continue to be submitted and processed electronically.

Local School Principals

- Develop a local school plan based on the district plan areas affecting your school site. Use the [local schools template](#) as a guide.
- Designate an isolation area for students and staff who are symptomatic. Consult with the area director and the maintenance department prior to any health room moves or wall additions.
- Ensure devices are inventoried according to district procedures via Booktracks.

Executive Leadership

- Consider options for coverage of principal positions if needed.
- Evaluate needs and purchases.

Student and Parent Guidance

[When Students are Excluded from Campus](#)

Student and Parent Roadmap Fact Sheet

*This reopening schools plan was created with guidance from the Alabama State Department of Education, the Alabama Department of Public Health, and the Jefferson County Department of Public Health.

*This working document will be updated and revised upon new information as situations change.

REVISED August 5, 2021