

# JEFCEOED Roadmap to the 2020-2021 School Year

## Instructional Scenarios

### **Traditional**

Traditional school will be a face-to-face school model similar to that of Fall 2019 and previous years. 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. Students who are exposed or test positive for COVID-19 while in a traditional model will be allowed to transition to remote learning and back to traditional learning based on health status.

### **Remote (one year option for traditional students related to COVID-19 crisis)**

Students will remotely attend their designated school from a site off campus, usually from their home. Remote learning focuses on providing continuity of the standards-aligned instruction that students would typically receive in a traditional scenario. Learning activities are planned, facilitated, and assessed by JEFCEOED teachers using the Schoology learning management system. Students will attend classes remotely using the Schoology portal. Teachers will provide whole group and small group instruction. Additional regular check-in times with individual students will also be required in the remote model. Remote learning through Schoology will occur five days each week using best practices for learning in a digital environment. If the Alabama Department of Public Health or the Jefferson County Department of Health issues a health order that would require a school closure, all students participating in a traditional school model would transition to a remote learning model.

### **Blended**

The blended learning model falls under the traditional instructional scenario. If the Alabama Department of Public Health or the Jefferson County Department of Health issues a 50% capacity health order, all students participating in a traditional school model would transition to a blended learning model. Students will participate in both traditional school on campus and remote learning from home using Schoology. All instruction will be provided by JEFCEOED teachers. In this model, students would attend school on campus two days each week on a Monday/Tuesday or Thursday/Friday schedule. Remote instruction would be provided via Schoology on Wednesdays and the remaining two school days for which the student is not scheduled to attend school on campus.

### **Virtual School (long-term Kindergarten - 12th grade option)**

The Jefferson County Virtual Academy of Learning (JCVAL) is provided for students seeking a virtual 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 not a temporary option due to COVID-19 and does not correlate to traditional school environments.

*Once parents complete the registration process, they will be sent a link to register for one option for the 2020-2021 school year. Parents will choose 1) traditional, 2) remote, or 3) virtual school.*

*\*Parents will be provided with an opportunity to change their choice from traditional to remote learning at the end of each nine week grading period if desired.*

*Parents who choose virtual school will be provided further steps for registration for the Jefferson County Virtual Academy of Learning (JCVAL) via Edmentum.*

*The deadline for virtual school enrollment into the Jefferson County Virtual Academy of Learning for the first semester of the 2020-2021 school year will be September 18th, 2020.*

## **Wellness Procedures**

### **Social Distancing**

- Students and staff will respect personal space in all school areas and activities.
- Visitors will only be allowed on a pre-approved basis for essential activities such as medication delivery or meetings scheduled for individual students.

### **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 hygiene routines will be reviewed daily with students and staff.
- The use of face masks by all students and staff will be mandatory.
- Vendors and all outside individuals entering campus will be required to wear face masks.

### **Transportation**

- Students will sit in assigned seats.
- All buses will be cleaned and disinfected after morning and afternoon runs. This includes bus seats.

### **Child Nutrition**

- Rotations and schedules will be used to provide greater personal space for students during meal service times.

### **Health Services**

- Parents are asked to take their child's temperature before school each day.
  - If a student has a fever, they should be fever free (less than 100 degrees Fahrenheit) without the use of fever-reducing medication for 24 hours before returning to school.

## **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 are addressing gaps in cross-training now so that the business of the district is able to continue without interruption.
- To ensure continuity of school district business, all departments will reassess departmental budgets to purchase devices that are easily portable for essential employees should the need arise for remote work. In addition, portable printers may be purchased or employees may be reimbursed for the purchase of ink for printers if one is available at home for employees needing printing as an essential function.

### **Human Resources**

- Interviews / Employee Meetings will be held in person only if absolutely necessary. Otherwise it is more safe and efficient to conduct these meetings with individuals working outside of the COB through WebEx.
- We will plan for essential functions to be completed if employees must be out due to COVID related reasons. We are addressing gaps in cross-training now so that the business of the district is able to continue without interruption.
- The Families First Coronavirus Response Act (FFCRA) provides employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. All requests are subject to the duration of leave and calculation of pay outlined in the Act. This form should only be completed for requests relating to COVID-19. [Click here to view the form.](#)

## **Public Information**

- We will be strategic, precise, and direct in how we release information.
- Information will only be released once it is finalized and approved 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 archive and update all communications on a centralized page that can be found under “District News” on our website. Each school website also automatically displays this information.
- We will work with ESL to translate necessary communications.
- Public Information should not be affected if employees are out for COVID related reasons. We are fully equipped to conduct most, if not all, business virtually.

## **Central Office - Essential Steps - General Operations**

### **Athletics**

- [Follow all AHSAA guidelines.](#)
- Follow [JEFCOED Guidelines for Extracurricular Sponsors/Athletic Coaches during COVID-19](#)
- Follow [JEFCOED Guidelines for Extracurricular Activities for Students during COVID-19](#)
- Bus travel will be provided for athletes based on AHSAA guidelines and district decisions.
  - Concession stands will/will not be allowed to open.
  - The role of the band at athletic events
- 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
  - Rotate use of equipment to provide for cleaning between classes or consider activities that limit interaction with equipment.
  - Consider alternate schedules which provide more flexibility with groupings.
- Driver’s Education will require that all students and staff participating in the driving session are wearing masks.
- Traditional or remote students may participate in athletic activities. Virtual school students may participate in athletics if they are zoned to attend a JEFCOED school.

### **Child Nutrition**

- Parents will be encouraged to prepay for meals through the online repayment portal. Another option would be to send weekly funds via the student to the main office for forwarding to the cafeteria manager.
- All breakfast meals will be a grab and go and will be served in an area easily accessible to students to allow for maximum use of personal space. The meals will be taken either to the gym or other location as designated by the principal.
- Lunch meals will be served in the cafeteria or classroom with seating spaced to allow greater personal space between students.
- Meal service times, schedules for pickup, and eating location rotations will be spaced to maximum use of personal space between students.
- Google docs will be used as a means to provide the number of meals needed per classroom for lunch.

### **Remote Learning**

- Meals will be distributed via the area designed for student drop off and bus riders for bulk distribution.

- We may utilize the option of the bus drivers in delivering meals to the designated bus pick-up points with car riders reporting to the designated pick-up locations at the local school.
- Forecasting will be used to determine the amount of food to prepare.
- Meals will consist of five breakfasts and five lunches for the week.
- All CNP staff members will be required to wash their hands, wear clean uniforms, respect personal space and wear face masks provided by Child Nutrition.

## Maintenance Operations

- We may need to increase mini construction projects depending upon the needs of local schools.
- We will have a possible increase in over time for after hours projects.
- We will replace filters and clean HVAC evaporator coils quarterly.
- We will purchase sneeze guards (2 per school). We will also build and install them.
- We will provide custodian training (181) during PD/Workdays. Tentative Date 8-6-20
- We will provide assistance at local schools regarding portable walls, nursing areas, etc.
- 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, including proper amounts, for local schools in the form of one cleaning kit per school.
- Students should refill personal water bottles with water fountains which facilitate filling of bottles or sinks.
- Open top trash cans should be used to ensure no touch options for trash disposal.
- Schools will need to implement procedures for personal space consideration for emergency drills. Ex: Lockdowns, Fire Drills, Intruder Drill, Tornado Drill, etc.
- 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. Training will be provided for designated COB department contact and one contact per school (ETeam Leader preferred).
- Students in all grades will be provided with a chromebook for remote learning in a 1:1 model based on the district's Digital Device Policy. Delivery of devices may occur after the start of the 2020-2021 school year based on supply from manufacturers.
- Coordinate Schoology Professional Development (Learning Management System [LMS] to facilitate remote learning option and technology engagement in the traditional school model.
  - Developing Curriculum Collaboratively (curriculum leaders and teaching and learning directors)
  - Schoology for Master Instructors (Technology administrators, Curriculum Leadership, Executive Leadership)
  - Blended Learning Leader Academy (Curriculum Specialists and District Leadership)
- Provide a repository of wifi access areas across our zoned area.
- Coordinate cradlepoint wifi access on select JEFCEOED buses.
- Coordinate the purchase of hotspot devices for individual students in hard to reach remote locations.
- Provide Classlink Single Sign On (SSO) access for all teachers and students to streamline access of learning content.
- Provide training for district leaders, curriculum department specialists, and ETeam Leaders regarding webex training, ClassLink, and Schoology to build capacity to facilitate turn around training for all teachers and administrators.
- Streamline digital resources across the district through collaboration with district directors to simplify digital learning tools in order to provide focus and consistency.
- Establish online tutorials/training for parents for assistance with transitions for remote learning.
- 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**

- It is highly recommended that bus drivers will wear a mask unless the district or the Jefferson County Department of Health mandates a mask for employees.
- Parents are asked to complete temperature checks on students before school.
- The seat behind the driver must remain empty with no students.
- Drivers will complete cleaning on the bus for AM and PM routes.

## **Central Office - Essential Steps - Teaching and Learning**

### **Arts Education-**

- Teachers should use carts when possible to provide instruction to students to limit the frequency of cleaning in the classroom.
- Coordinate handwashing and other sanitation practices with content teachers.
- All artwork must be left in their classroom and will not be transported back and forth by 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.
- Clay opened and used after December 1, 2019 should be considered contaminated, and should be handled with gloves. It can either be dried and fired, fully dried and recycled for use, or thrown away.
- 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.

### **Choral Music**

- Teachers are asked not to sing for the first semester or until the researchers give us a more hopeful prognosis.
- Singing outside MAY be permissible.
- Teachers will have to measure the room to get a maximum number of people in the room without wearing masks for singing.
- Students will not participate in any competitions for the fall unless conditions change.

### **Instrumental Music**

- The focus during the school day will be on ensembles as opposed to large band play. Marching band practice will take place outside as weather permits.
- Extracurricular activities will use district guidance and best practices.
- Travel to away games will be prohibited.
- **Instrument Hygiene**
  - Instruments, music stands, and other materials will not be shared.
  - If teaching recorders, each student must have their own instrument. Recorders must not be kept in a common storage area in the classroom.

## **Career Technical Education**

- Additional funding for technology for teacher devices will need to be budgeted.
- A plan for the best use of personal space will be developed for computer labs, kitchens, and nursing labs. These will be provided to 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** will be trained in all new assessments and screeners early July 2020
- **Administrators** will be trained in the new assessments/screeners July 2020
- **Teachers** will be trained in new assessments and screeners July and August 2020
- **Directors and Administrators** will meet and discuss the essential parts (critical standards) of the curriculum.
  - Specialists have revised pacing guides to include the missed curriculum from 4th nine weeks.
  - 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 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, social and emotional levels.

### **Screeners/Assessments:**

- Early Reading Assessments with Alabama Literacy Act
  - M-Class(Amplify)-K-1DIBELS
  - i-Ready 2nd-3rd Reading
  - i-Ready K-3 Math
- Edmentum Assessment to chart ILP (Individual Learning Plan) K-5
- AlaKIDS Alabama Kindergarten Inventory of Developing Skills
- Social Emotional Inventory
- School data teams (including the administrator) will review data and determine academic, social and emotional next steps for students.
- Determine and set up a process for **progress monitoring** based upon our new assessments.
  - Make sure to progress monitor special populations
- Communicate results of screeners to parents
  - Communication may take place via email or US mail
- Set up virtual parent teacher conferences to receive input on the student's learning plan
- Create/Establish learning plans in **Edmentum**
- Instruct/Train students on Edmentum
- Provide parents with the plan via email and set next meeting date
- Provide parents with at home reading plan/activities to help the student at home

### **Designing Remote Learning Framework**

- **Directors and Administrators** will develop a timeline and framework for teachers to learn the Schoology platform.
- Determine a schedule for addressing the student population needs:
  - Ex. Ed. Students
  - 504 Students
  - RtI Students
  - Other Students
- Streamline all curriculum materials to focus on the critical standards
- Provide Administrators and Teachers with videos and other material to help them provide quality instruction and increase student engagement through this platform.
- Engage and collaborate with teachers on best practices for online instruction.. Provide opportunities for teachers to partner and create live lessons.
- Develop a focused website resource where parents can locate resources and ask questions.
- Use varied and creative ideas to motivate and engage parents in the learning scenarios and process.



## 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.
- Administrators will ensure that remote programs are administered in a fashion that is not discriminatory on the basis of disability in order to not be a violation of Section 504 of the Rehabilitation Act.
- Teachers will continue to provide 504 accommodations and services for students to the best of their abilities through a virtual format.
- Teachers will notify 504 designee should it be determined that there are unique needs barring a student from receiving FAPE through the remote learning environment.
  - 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

- Training ESL staff (including those based at COB) on all instructional delivery platforms (Edmentum, Schoology, etc.)
- Supporting vulnerable populations - ELs Newcomers, homeless ELs
- Training for local schools (teachers/admin) on ELLevation (platform for ESL paperwork-I-ELPs)
- Parent training for using virtual/remote learning platforms

## Exceptional Education

- IEP committees will explore digital solutions for all requirements in the IEP.
  - Student IEP revision will occur to facilitate digital accommodations to match services accordingly.
- 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.

## Federal Programs

- The department will support schools by making visits, calls, emails, and/or virtual meetings. District guidelines will be observed for social distancing, wearing masks, etc.
- Required meetings - The size of the group will be considered when deciding how to conduct meetings. They may occur in person or virtually and may also be offered several times and/or recorded. If held in person, district guidelines will be followed.
- Title I required documentation (evidence box) is already 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. District guidelines will be followed.
- 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
  - JEFCOED 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 JEFCOED guidelines for lunchroom use.
  - No Pre-K field trips will be taken for the 2020-2021 school year.
  - If a Pre-K student will be absent for 2 weeks or more, an activity packet with developmentally appropriate lessons will be sent home.
  - If the school system has to close due to COVID, activity packets will be sent home with each Pre-K student and a remote learning plan will go into effect. This plan is still being developed and must be submitted to OSR for final approval.
  - Pre-K - Screenings to include vision, dental, hearing, and physical
    - JEFCOED 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 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, specifically with Edmentum, Schoology, and webex meetings and training.
  - Other areas of focus include:
    - Differentiated learning, innovative instruction, and student engagement
    - RtI, Assessment, and Scheduling
    - Social and emotional learning
    - Collaboration and communication
    - Health, wellness, and safety protocols
    - Leadership academy for administrators
    - Lead mentor support

## School Counseling

### Traditional

- Weekly classroom guidance lessons will address social and emotional learning skills.
- Individual and small group counseling services provided for students needing additional support.
- School counselors will provide parents with information about community resources and mental health support.
- Crisis interventions services will be provided as needed.
- School counselors will advise students on academic progress and course selections.
- Counselors will work with students to ensure that they are on-track for graduation.
- Counselors will assist students with post-secondary planning, including help with scholarships and financial aid.

### Remote Learning

- School counselors will provide virtual classroom guidance lessons. Virtual lessons will be conducted via WebEx, and will be recorded so that they can be presented to all virtual and remote students. Recorded lessons will be saved in a Google Drive so that they are available on-demand.



- Individual and small group counseling services will be conducted virtually. Virtual counseling services may be provided in the following ways:
  - WebEx
  - Tele-counseling
- Individual school counseling web pages will provide parents with information and resources to support students' mental health needs.
- Parent information and resources will also be provided in each school's digital newsletter
- Crisis intervention services for virtual and remote students will be provided in accordance with the district protocol.
- Virtual meetings will be held with students to discuss academic progress and course selections.
- Virtual meetings will be held with students to ensure that they are on-track for graduation.
- Recorded webinars and live sessions with counselors will be provided to assist students with post-secondary planning, including information about scholarships and financial aid.
- Counselors will conduct weekly check-ins with all virtual and remote students.

## **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 limit contact 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 designate an isolation area for symptomatic students to await pick up 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 need to 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 place masks on 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 as soon as possible.
- Provide a designated "well" area 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 JEF COED 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 JEF COED point of contact.
- If a student or staff member tests positive for COVID-19, the individual should be excluded from school for at least 10 days from the date of onset AND must be fever free (less than 100 degrees Fahrenheit) without the use of fever-reducing medication for 3 days AND improving respiratory symptoms for 3 days prior to returning.
- If a student or staff member has a direct exposure (within 6 feet for greater than 15 minutes without PPE), then the individual should self-quarantine for 14 days from the date of exposure.

- If a student is symptomatic/has fever but tests negative for COVID-19, or is positive for another illness, then they should be fever free (less than 100 degrees Fahrenheit) without the use of fever-reducing medication for 24 hours before returning to school.
- 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.
- Provide medication training 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.
- Specific procedure for Burkett Center
  - Students will be screened and have their temperature taken before boarding the school bus or entering the building if transported by the parent. If temperature is equal or greater than 100 degrees Fahrenheit, students may not board the bus or enter the school building.
- 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)
- Follow all ADPH and JCDH guidelines, which could redefine the aforementioned essential steps.
- Employees will follow [JEFCOED Guidelines for Work Re-Entry and the Prevention of COVID-19](#).

## Student Services

- All registration and 2nd party certification for the 2020-2021 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.
- JCCLC and In School Detention 10-day assignments may be made on alternating A-B schedules based on zones, minimizing contacts between feeder patterns.
- Attendance will continue to be taken with training for administrators and attendance secretaries for marking attendance based on absence codes from the ALSDE for COVID-19. Depending on current circumstances, home visits may be suspended.
- Field trips will be approved/denied based on the superintendent's parameters.
- Releases and transfer applications will continue to be submitted and processed electronically.
- Hearing officers may modify consequences assigned to students for Class IIIs committed during remote instruction. Serious infractions may require the student to serve those days before returning to a school facility or any school event.
- Early Warning referrals and truancy petitions will only be made on students counted absent due to failure to participate in any instructional program.

## Local School Principals

- Develop a local school plan based on the district plan areas affecting your school site.
  - Use the “template for local school plan” 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 department moves or wall additions.
- Ensure devices are inventoried according to district procedures via Booktracks.

- Develop a plan for the 50% model rotation for blended learning that includes student rosters for designated Monday/Tuesday or Thursday/Friday rotations. Consideration should be given to students with siblings in feeder patterns.
- Ensure staff have devices for remote options.
  - Begin with office coordinator

### **Executive Leadership**

- Consider options for coverage of principal positions in cases where principals test positive for COVID-19.
- Evaluate needs and purchases.

### [Student and Parent Roadmap \(English and Spanish\)](#)

### [Educator Roadmap](#)

*\*This roadmap 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.*