



**The American
School Foundation®**

Educating global citizens for a changing world



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WELCOME

**CAMPUS REOPENING
PLAN 2020-21**





The American
School Foundation.

INTERACTIVE MENU

CAMPUS REOPENING
PLAN 2020-21



PRINCIPLES



ATTRIBUTES



3 SCENARIOS



ASF@HOME



ASF ON-CAMPUS



ADAPTABLE
LEARNING

ECC

LS

MS

US



GENERAL INFO



MICROSITE

ASF REOPENING PRINCIPLES

ASF believes wholeheartedly that our purpose is to deliver a Mission-driven, world-class education in an in-person setting.



ASF is committed towards returning to work, teach and learn on our campus as soon as it is reasonably safe to do it. In order to achieve this, we will work together as a community to live a world-class learning experience taking advantage of all the spaces that we have set up to share knowledge.

ASF COMMUNITY ATTRIBUTES THROUGH THE 2020-21 SCHOOL YEAR

ADAPTABLE AND FLEXIBLE

We will be understanding with each other as plans change and evolve.

ACCOMODATING

We will do our best to continue to provide online links for in-person classes and teaching materials when needed.

UNDERSTANDING

Even after we return to campus, it will be some time before we are able to return to some activities that involve gatherings of people.



3 LEARNING MODES FOR THE 2020-21 SCHOOL YEAR

ASF@HOME

For the health and safety of our community, all student must remain at home and distance learning continues.

We will start with this model on August 10 and during the first few weeks.

It will be held while the Mexico City traffic light alert is in: **RED, ORANGE and YELLOW**



ASF ON-CAMPUS

Normal conditions of face-to-face activities on campus.

It will be held while the Mexico City traffic light alert is in: **GREEN**



ADAPTABLE LEARNING

There are a number of situations under which an individual family may choose adaptable learning for their student (illness, visa or travel issues, COVID-19 exposure, among others).

It is only temporary and happens when most students are at ASF ON-CAMPUS.

It will be held while the Mexico City traffic light alert is in: **GREEN** (and only after we return to campus)



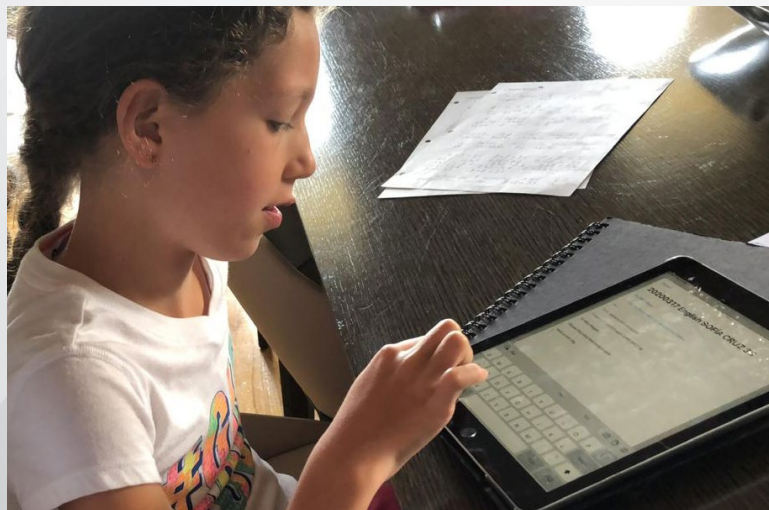
It is possible, even likely, that the 2020-2021 academic year will include at least one or more periods of required distance learning due to decisions made by Mexican Government, educational authorities or by concerns on the part of the ASF administration for the health and well-being of the entire community.

Distance learning is usually carried out through Zoom and/or Google Classroom online classes, with attendance taken just as it would be on a regular school day and materials are distributed via ASF's PowerSchool Learning platform.

ASF will seek permission from governmental and educational authorities to close a particular division (e.g. Middle School) if we detect a pattern of infection with a smaller group of students.

We will start with this model on August 10 and during the first few weeks.

It will be held while the Mexico City traffic light alert is in: **RED, ORANGE and YELLOW**



ASF ON-CAMPUS

This is ASF's preferred method of instruction when reasonable precautions can be taken to protect the health of our community.

It requires that each family, each teacher, and each staff member put the welfare of the community ahead of their own.

Our expectation is that each individual in the community observes all School expectations for preventative measures (masks, shields, etc.), distancing, and disinfecting (including hand-washing and the cleaning of frequently used surfaces and materials).

It will be held while the Mexico City traffic light alert is in: **GREEN**



ADAPTABLE LEARNING

There are a number of situations under which an individual family may choose adaptable learning for their student, including:

- Common and mild illness and remains home for several days
- Serious illness requiring two weeks or more away from campus
- Due to travel, visa, or other issues which prevent his or her return to the ASF campus
- A recent exposure to COVID-19 or to a person who has recently traveled to a high- risk area and needs to quarantine at home for 14 days

Adaptable learning is not the equivalent of face- to-face learning, but teachers and administrators will provide high-quality distance learning to maintain the student's academic progress

The students will largely follow the divisional schedule of classes, attending them remotely through video conferencing. If the family is resident in Mexico City, materials required by the student for his or her studies may be picked up from campus through a contact-free hand-off.

Parents who foresee the need to make use of ASF's Adaptable Learning during the fall semester of the 2020-2021 school year should notify their divisional head of school as soon as possible.

Erin Trautman
Head of ECC

Jordan Maas
Head of LS

Jeff Whittard
Head of MS

William Peat
Head of US

It will be held while the Mexico City traffic light alert is in: **GREEN** (and only after we return to campus)



ECC

BASIC STRUCTURES OF LEARNING



ECC

BASIC STRUCTURES OF LEARNING



Home learning will be posted each day by 7:45 a.m. on Google Classroom.



Specialists will upload their weekly engagements via the Google Classroom designated for the 5 ECC specialists.



Counselors will upload weekly guidance lessons through their Google Classroom and will be available for small group or individual meetings as requested by families.



Student ASF email accounts will be utilized to access Google Classroom.

DURING ASF@HOME



Communication to families will be sent to the parent ASF email account.



Please follow all instructions from teachers with regards to sending back evidence of home learning. This is the only way that teachers can make sure that the students are on track and provide appropriate feedback.

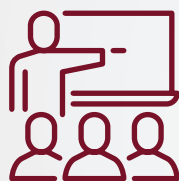


If you feel you are not receiving feedback or lessons in a timely matter reach out to the [ECC Head of School](#) or the [ECC Academic Dean](#).



Counselors are available for support during School hours.

- Carrie Haugh - [K1](#) & [K2](#)
- Paolina Beteta - [K3](#)



Students will largely remain in a single classroom with their teacher and assistant teacher.



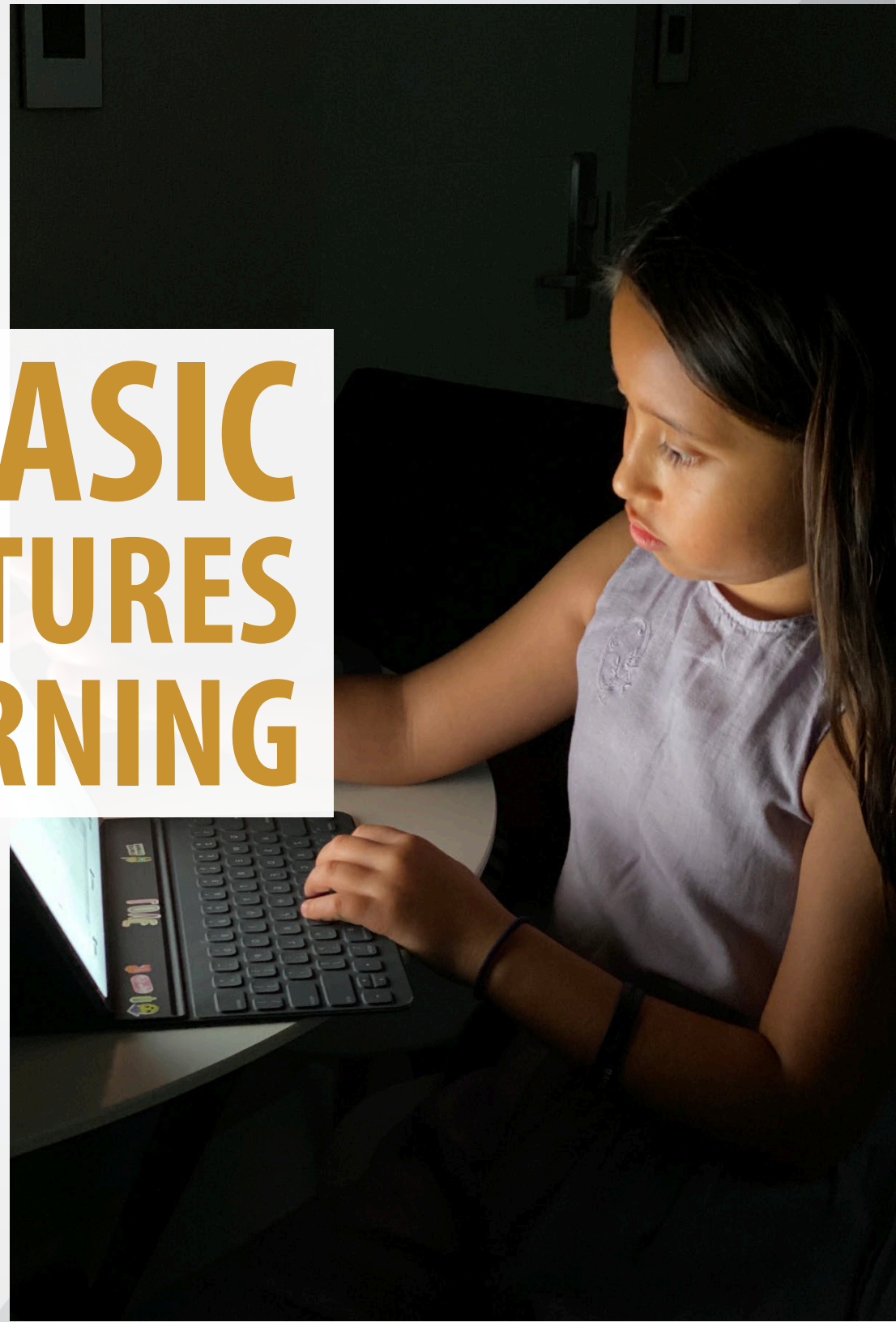
Specialists (e.g. music, art, physical education, etc.) will travel between classes.



Lunch and other break times will be taken in the classroom to reduce contact with others.

LS

BASIC STRUCTURES OF LEARNING



LS

BASIC STRUCTURES OF LEARNING



All students are expected to be present at each Zoom period. Periods will include both direct instruction from the teacher with small group and individual work.



Whole group/small group instruction, as well as any independent work tasks, will be completed during the allotted hour block. In other words, this session will not be an hour Zoom session but rather a 15-20 minute Zoom session with follow up small groups and independent work time.



Spanish teachers will follow the order they see their classes by sessions. (For example, 1st block Spanish will take place during Session 1. Spanish as a Second Language (SLL) students will attend class during the Spanish block.)



Specialist engagements will occur during Session 4.

DURING ASF@HOME



English teachers will host meeting Zoom sessions each morning. Once or twice a week a guest will join.



Formatives will be given no more than every other week to check in on student understanding. Targeted feedback focused on student improvement will be given to support student growth.



Sessions will be organized with a combination of whole group sessions, work time, and small group sessions throughout the week. Whole group sessions will be interactive.



Instruction will be transdisciplinary. (For example, Math/Science integration and Language/Arts/Reading/Social Studies integration.)

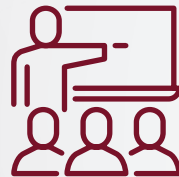


Zoom links will be embedded into the schedule and posted in Google Classroom. (More information on GC organization and Zoom links to come.)

LS

BASIC STRUCTURES OF LEARNING

DURING ASF ON-CAMPUS



Students will largely remain in a single classroom with their teacher and assistant teacher.



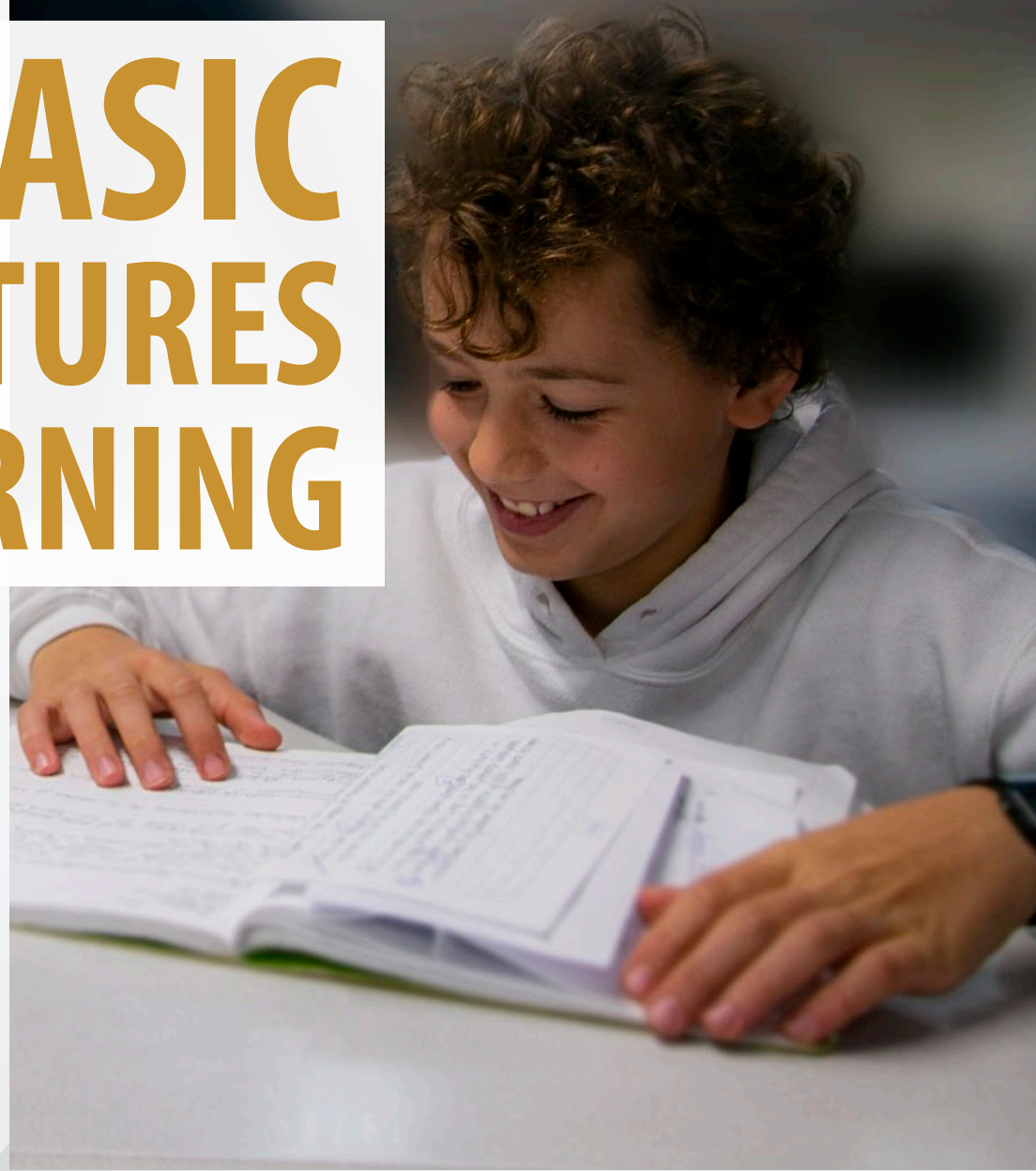
Specialists (e.g. music, art, physical education, etc.) will travel between classes.



Lunch and other break times will be taken in the classroom to reduce contact with others.

MS

BASIC STRUCTURES OF LEARNING



MS

BASIC STRUCTURES OF LEARNING



Advisory is mandatory and attendance will be taken. Students and teachers will discuss important skills in successfully navigating online learning from the lens of Middle School students. Teachers will be able to do check-ins and give reminders, etc. Counselors may also be scheduled to do ten-minute seminars on important Middle School topics.



Zoom classes will take place each class period. Attendance will be taken in each class period.



If a student misses more than 3 classes in a course for any reason, the student will be referred to the Dean of Students, to report any absence please email [Middle School Absences](#).

DURING ASF@HOME



Students will adhere to due dates established by the teacher.



Any work submitted after a due date is subject to late penalty of up to a 50% grade reduction. Teachers may grant extensions at their discretion with or without penalty only when the student communicates directly with the teacher prior to the due date.



No late work will be accepted two weeks beyond a published due date.



Ghosting is defined as a consistent inability to respond to school work or communications from teachers or counselors over a one-week period. After the first incident, the student will be referred to the Dean of Students.

MS

BASIC STRUCTURES OF LEARNING

DURING ASF@HOME



Students must check their ASF email accounts multiple times per day and respond to communication from teachers and counselors within 48 hours.



Students will email teachers when they are unable to attend a class for any reason. This communication will preferably take place before the class, but must be within 24 hours after a missed class.



In the event of a lack of connectivity on personal computers prevents submission of work, students will use their phones to communicate with teachers prior to a due date.



Parents will provide a quiet, safe, effective learning environment with reliable Wi-Fi in which remote learning can occur.



Parents will check their ASF emails daily and respond to emails from ASF counselors, teachers, or administrators within 48 hours.



Parents will support the remote learning attendance policy by not scheduling activities or travel during the school day

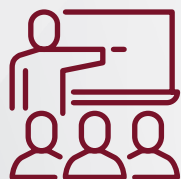
MS

BASIC STRUCTURES OF LEARNING

DURING ASF ON-CAMPUS



Middle School students will follow their normal block schedule.



Grade 6 students are still organized by cohorts (i.e. students take most classes with the same group of students) and thus teachers may travel between classrooms to reduce contact between students.



Grade 7 & 8 student schedules are no longer organized by cohorts. This change has been made to provide for increased independence and social growth for Middle School students.



Designated student areas will reduce contact between large numbers of students as will staggered dismissal times at the end of the academic day.

US

BASIC STRUCTURES OF LEARNING



US

BASIC STRUCTURES OF LEARNING



Students will log in on time to all Zoom classes.



If a student misses more than 3 classes in a course for any reason, the student will be referred to the Dean of Students.



When absent from a Zoom class, a student is expected to email the teacher within 24 hours.



Work must be made up within a time frame established by the teacher.



If a student is absent to class because of health issues, medical proof has to be sent electronically to the Dean of Students to Upper School Absences



Students are expected to attend Zoom classes with their cameras on to build community, to build rapport, and to remain engaged.

DURING ASF@HOME



Microphones should be muted during single-speaker sessions (lectures, presentations, etc.) and any time there is excessive background noise.



Parents will provide a quiet, safe, effective learning environment, with reliable Wi-Fi, in which remote learning can occur.



Parents will check their ASF emails daily and respond to emails from ASF counselors, teachers, or administrators within 48 hours.



Students must check their ASF email accounts multiple times per day and respond to communication from teachers and counselors within 48 hours.

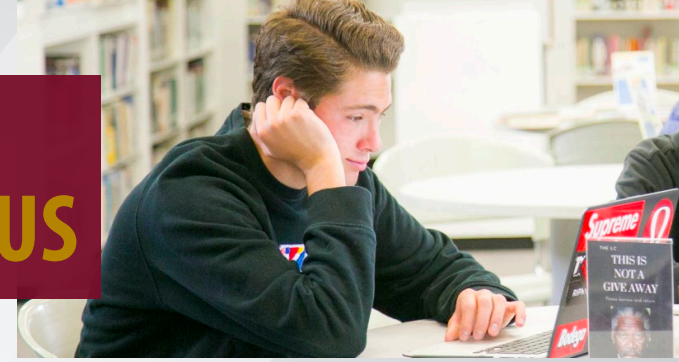


Students will email teachers when they are unable to attend a class for any reason. This communication will preferably take place before the class but must be within 24 hours after a missed class.

US

BASIC STRUCTURES OF LEARNING

DURING ASF ON-CAMPUS



Upper School students will follow their normal block schedule.

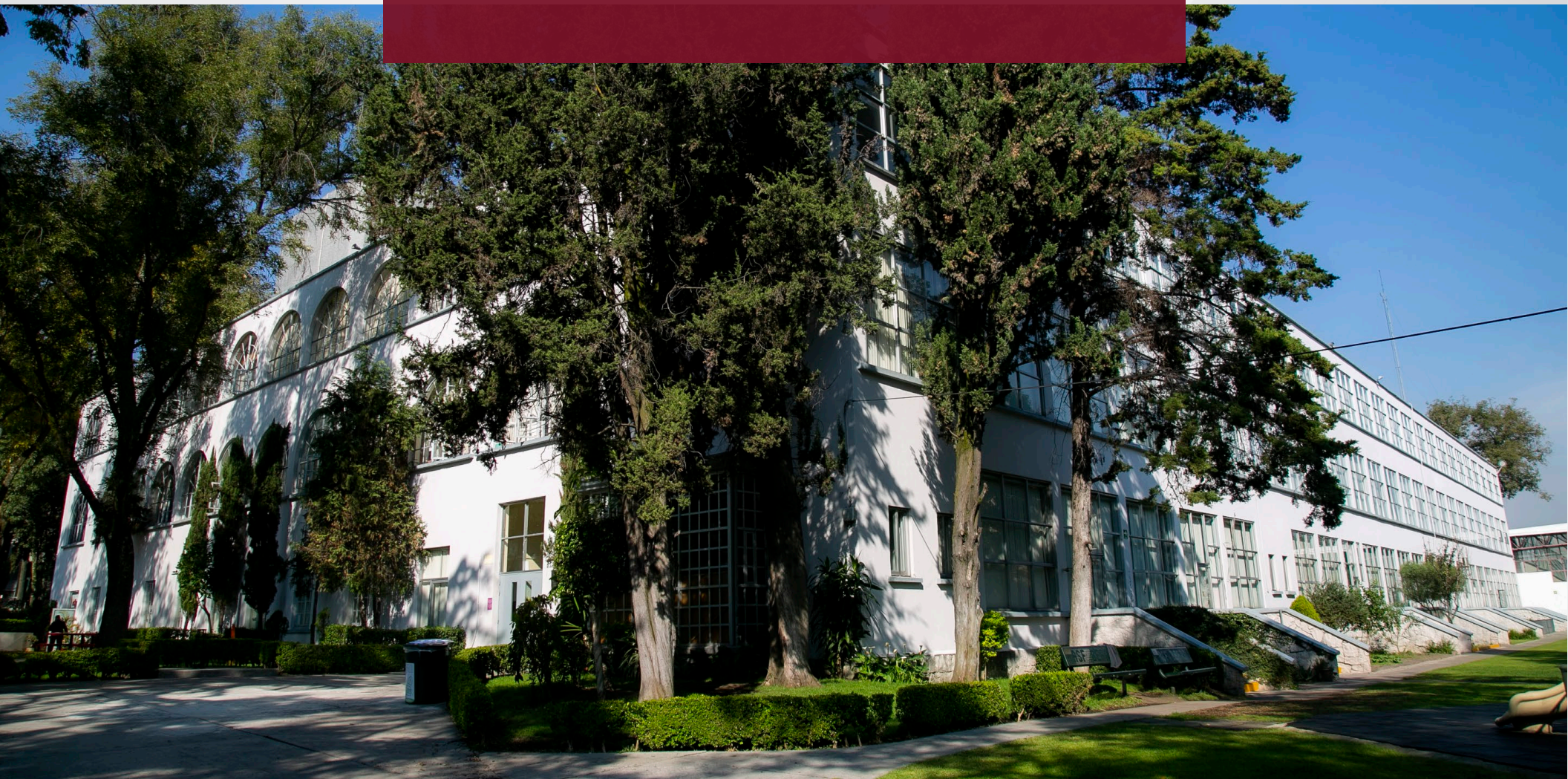


Larger hallways in the building will allow for greater social distancing during class changes with unidirectional corridors and staircases.



Designated student areas will reduce contact between large numbers of students as will staggered dismissal times at the end of the academic day.

GENERAL INFORMATION



ASSESSMENT DURING ASF@HOME AND ADAPTABLE LEARNING



Regular assessment of students learning is part of the validation process of ASF on the part for Mexican educational authorities.



During periods of alternative or distance learning, all divisions will continue to assess students and record grades as usual.



Students may expect some flexibility in deadlines due to particular conditions (such as illness or travel), but must be continuously engaged in their studies and make steady progress towards the completion of all assignments and assessments.

COUNSELING AND GUIDANCE DURING ASF@HOME AND ADAPTABLE LEARNING



If any member of our community may need additional support during continued periods of distancing we are committed to providing this through our counselors, counseling staff and infirmary.



Students may contact their grade-level counselor through a standardized email address which includes the year of their graduation. For example, our seniors in the year 2020-21 will contact their grade-level counselor at:

Class2021_ Counselor@asf.edu.mx



Parents may contact our infirmary staff at infirmary@asf.edu.mx for a confidential connection to a professional counselor.

GENERAL INFORMATION

IMPORTANT INFORMATION DURING ASF ON-CAMPUS

Personal Protective Equipment



ASF will distribute two washable and reusable face masks to every employee and students, it is expected that every member of the community wears it at all time while on campus.



Personal items in campus

It is prudent that all individuals carry as little as possible in the way of personal items to and from campus each day.



Temperature checks on campus

Aside from temperature checks performed when entering an ASF bus, or re-boarding, additional temperature checks will be carried out at campus entrances and randomly during the day.



Transportation (Buses and personal vehicles)

Any student not wearing a mask, or presenting a temperature above 37.5 C, will not be permitted to board the bus.



Emergency Pick-up

Parents must notify the division at least 30 minutes ahead of time and arrange for a pick up at one of the designated gates on campus.

IMPORTANT INFORMATION DURING ASF ON-CAMPUS

Large Scale Events



For the foreseeable future, even after a return to face-to-face classes, all events involving more than twenty-five people or individuals who are not ASF employees or students will be rescheduled or conducted online through Zoom.

ASOMEX



All ASOMEX in-person events have been canceled for the first semester of the 2020-2021 school year.

Food services



Upon the initial reopening of campus, no food services (i.e. Starbucks or the cafeteria) will be open for business, parents and guardians are urged to send students to campus with snacks and a lunch in reusable food containers.

Community access to campus



Access to campus will be restricted to support staff, faculty, students, and those essential individuals required to be on campus for deliveries, repairs, and inspections.

Athletics and Extended Learning



These activities will resume at a later date when the School determines that it is reasonably safe to do so.

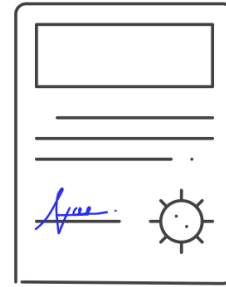
SAFETY AND SECURITY ACTIONS DURING A CONTINGENCY



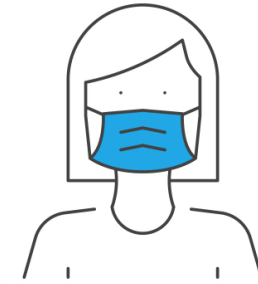
WHEN ENTERING CAMPUS



Wear your ASF ID or show an official ID



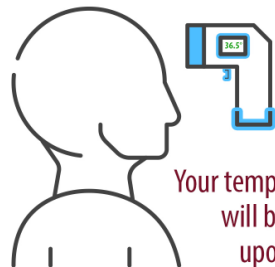
Present a signed "Letter of Co-responsibility Commitment"



Wear a face mask!



Drivers, caretakers and other personnel will not have access to the campus



Your temperature will be taken upon entry

Collect hand sanitizer when entering or leaving the campus

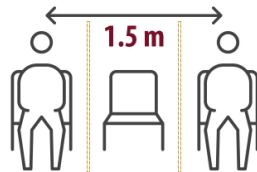


Walk on the sanitizing mats placed at the main entrances



People with flu-like symptoms will not be allowed on campus

WHILE ON CAMPUS

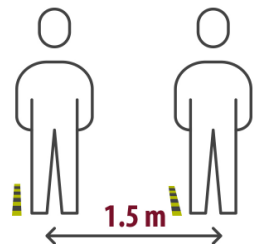


Avoid meetings, crowds and physical contact, keeping a healthy distance of at least 1.5 meters

Use hand sanitizing gel frequently. Available around campus




Respect the signs that indicate the healthy distance of 1.5 meters placed on the floor in different areas such as corridors and waiting lines




For more information and the
complete Campus Reopening Plan
visit our microsite:

www.asf.edu.mx/reopening

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About Learning Admission Jobs Giving Alumni **Campus Reopening**

**CAMPUS REOPENING
PLAN 2020-21**


Foreword

As we steadily reopen ASF, our utmost priority is the safe reintegration of students and community members onto our campus grounds. Emergencies such as the recent pandemic and other circumstances keep us away from the continuing development and fostering of relationships with friends and colleagues as well as from the day-to-day learning opportunities ASF provides face-to-face. We strive to ensure that our physical spaces are safe for all members of the ASF community and for us to continue developing our mission in all aspects of school life.

Therefore, we must consider that reopening our campus is a monumental task for many given that we have to uphold important safety standards for the well-being of our students, faculty, staff and visitors. We are carefully planning different scenarios for an ever changing environment.

DOWNLOAD THE
CAMPUS REOPENING
PLAN 2020-21 (PARENT
BOOK) ENGLISH

Mexico City Traffic Light



Current Status: Orange


Calendar

August 10, 2020
● First Day of Classes (LS, MS & US)

August 13, 2020
● First Day of Classes (ECC)

School Communications

[Launching the Campus Reopening Plan 2020-21 - Letter 2 \(Click here to read\)](#)
July 10, 2020

**Launching the
Campus Reopening
Plan 2020-21**

[Planning for ASF's Reopening 2020-21 - Letter 1 \(Click here to read\)](#)
July 1, 2020